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WELLKANG LTD
29 HARLEY STREET
LONDON
W1G 9QR

HMRC CUSTOMER OPERATIONS
EMPLOYER OFFICE



Date 03 June 2017

Accounts Office reference [REDACTED]
Employer reference [REDACTED]

Important information about credits on this PAYE account

Our records show that at 01 June 2017 there was a credit of £4,600 on this PAYE account.

What you need to do now

Please check

- that you have sent us **all** the Full Payment Submissions (FPS) and Employer Payment Summaries (EPS), showing all employee payments
- that the 'year to date' figures are correct
- your PAYE account at HMRC Online services, go to www.gov.uk/business-tax/payee

What to do if the employee payment information is wrong

You must correct it. To do this

- for the current tax year, show the correct information on your next FPS and EPS - to find out how, go to www.gov.uk/payroll-errors
- for an earlier year, send us an Earlier Year Update (EYU). If your payroll software doesn't have the facility to send an EYU, go to www.hmrc.gov.uk/payerti/payroll/bpt/eyu-other.pdf

We will update our records with this new information. If your account is still in credit, please deduct the credit amount from your next payment so that the total paid to date figure equals the total tax, National Insurance and statutory deductions due. This may mean that you don't need to make a payment next month.