Primary contact on RPD
Address line 1
Address line 2
Town
Postcode

Extended Producer Responsibility for packaging

[day month year]

PackUK
Seacole Building,
2 Marsham St,
London SW1P 4DF

Your organisation ID: ------
Invoice no. ------/----

Notice of Liability (Invoice)

For assessment year **1 April 2025 to 31 March 2026**
Calculated using data reported for the reporting year **1 January 2024 to 31 December 2024**

Issued under the Producer Responsibility Obligations (Packaging and Packaging Waste) Regulations 2024

Summary of total liability for Acorn Limited

Packaging categories disposal fee	£00,00000
Your share of the public information disposal costs	£00.00
Subtotal for disposal charges	£00,000.00
4% impairment charge	£000.00
Your share of the scheme administration costs	£00.00
4% impairment charge	£0.00
Total liability	**£00,000.00**

Material breakdown for Acorn Limited

Material	Placed on market (tonnes) (A)	Offset by self-managed disposal (tonnes) (B)	Total tonnage liable for disposal fees (A-B)	Material fee (£/tonne) (C)	Totals (A-B) x C
Plastics	0	0	0	£0	£0.00
Paper/board	0	0	0	£0	£0.00
Fibre based composites	0	0	0	£0	£0.00
Glass	0	0	0	£0	£0.00
Aluminium	0	0	0	£0	£0.00
Steel	0	0	0	£0	£0.00
Wood	0	0	0	£0	£0.00
Other	0	0	0	£0	£0.00
Total packaging categories disposal fee					£0.00

Amount already paid	£0.00
Balance payable	**£0.00**

Payment is due by **[day month year]**

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How to pay

You can pay by bank transfer, Direct Debit, card, or by standing order. We do not accept SWIFT payments.

Payments are managed by Stripe. Stripe is a globally regulated Payment Service Provider that securely processes electronic payments on behalf of Defra and PackUK.

Your total liability can be paid in four quarterly instalments due on the dates shown below. If your payments are larger than £20m you will need to contact the helpdesk to arrange payments.

£0.00 – [Day Month Year]
£0.00 – [Day Month Year]
£0.00 – [Day Month Year]
£0.00 – [Day Month Year]

Bank transfer
For bank transfers, you have been assigned a unique Stripe account number to pay directly into. Use the following details

Reference: 00000000
Account name: PackUK
Account number: 00000000
Sort code: *00-00-00*

Direct Debit
To pay the instalments by Direct Debit, set them up on Stripe:
Click here to pay by direct debit

You must set this up at least 10 working days before the first instalment.

Direct Debits will be collected on the dates above. If a collection date falls on a weekend or bank holiday, payment will be taken on the next working day.

Your bank statement will show 'PACKUK'. Your Direct Debit reference will be *00000000.*

If you already have a Direct Debit with us, any additional payments will be collected using your existing mandate. We will notify you of any changes to your schedule at least [-] working days in advance.

Payment card
You can pay by card using Stripe:
Click here to make a card payment

Standing order
To pay fixed amounts regularly, set up a standing order through your business bank account.

When to pay

This invoice is due immediately. Your liability must be paid in full 50 days from the date on the front of this invoice **OR** in accordance with the payment instalment plan in **How to pay**. Failure to do so may result in penalty charges and legal action to recover this debt.
Overpayments will be held on account and will go towards future fees.

Late payments

If you are late paying, you may be liable to pay a variable monetary penalty of (whichever is the greater):

- 20% of your unpaid disposal and administration fees; or
- 5% of your UK turnover if registered as single organisation / 2% of your UK group turnover if registered as a group.

This invoice is classed as statutory or regulatory debt. Customers must not delay payment by requesting:

- a purchase order
- supplier framework documentation
- anti-money laundering documentation
- use of a supplier portal

Action to recover late payment and to impose penalties will not be delayed.

The Direct Debit Guarantee

This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit, PackUK will notify you *[-]* working days in advance of your account being debited or as otherwise agreed.

If you request PackUK to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by PackUK or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when PackUK asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Extended Producer Responsibility for packaging

Cost breakdown

The latest published base fees include the additional costs linked to Extended Producer Responsibility (EPR). This makes it easier for liable producers to calculate their fees. These costs are listed in this notice for transparency.

Scheme administration costs
PackUK works out your share of the scheme administration costs by dividing the total amount (£0.00 for the 2025-26 Assessment Year) across all liable producers in the same proportion as disposal fees are distributed across liable producers in that year, in accordance with regulation 65.

Public information disposal costs
The costs PackUK expects to incur each year to provide public information about:

- the re-use of packaging
- how packaging waste is managed
- how to prevent packaging litter

PackUK works out your share of public information disposal costs by dividing the total amount (£0.00 for the 2025-26 Assessment Year) across all liable producers in the same proportion as tonnages of packaging waste are distributed across liable producers in that year, in accordance with regulation 63.

Impairment provision for bad debt
The impairment fee is an additional sum added to liable producers' fees to reflect the estimated amount of fees PackUK will be unable to recover in Year 1. The percentage applied is updated each year, in accordance with regulation 66, taking into account the actual level of unpaid debt.

Get help

Help with payments
If you think you may not be able to pay or want to change a payment plan, contact the helpdesk.

Make a complaint
As a producer who is liable to pay a disposal fee or scheme administration costs for an assessment year you will be able to dispute your fee if you consider that:

- you are not liable to pay a disposal fee or administration fee
- the amount you have been assessed to pay has been miscalculated

To dispute your fee, you must first make a complaint. You can do this in the service by raising a complaint or by contacting the helpdesk. If your complaint is not upheld you are entitled to appeal the decision under regulation 105.

Recalculations

PackUK, the scheme administrator, can recalculate the fees you owe if there is likely to be a material difference from the original calculation.

This can happen if:

- new or further information becomes available to PackUK
- PackUK finds an error in the original calculation
- it is likely that the total disposal or scheme administration fees collected will differ from the overall costs
- the outcome of a complaint or appeal by a producer or local authority requires it
- PackUK reasonably believes a material difference is likely for any other reason

Recalculations can be made:

- at any time during the assessment year ('interim recalculation')
- after the end of the assessment year ('year-end recalculation')

PackUK can decide whether and when to carry out a recalculation, unless a recalculation is required following an appeal decision.

If there are material changes to your level of liability, PackUK will send a revised notice explaining the new amount and how it was calculated. Please refer to Chapter 5 of the Regulations for more information.

About Stripe

When you make a payment, funds are initially received and processed by Stripe before being transferred to Defra's accounts. Stripe maintains the highest security standards and is fully compliant with payment industry regulations. Contact the helpdesk for further information.

Contact us

Contact the helpdesk to raise a query, make a complaint, or request communication in alternative formats

Telephone
0300 060 0002

Monday to Friday: 8am to 4.30pm
Closed on weekends and bank holidays

Email
EPRCustomerService@defra.gov.uk

Create a support request
Sign in to Report Packaging Data and click the support link located on the homepage