

## Transfer out - Bradley Boyd Russell - D2029441000

To claims\_ppp@standardlife.com <claims\_ppp@standardlife.com>

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Dear team,

**Member Name: Bradley Boyd Russell**  
**Policy Number: D2029441000**  
**NI Number: JJ905830C**

Please find attached the required forms and documents to transfer the above policy to Bradley Russell Pension Scheme. The attachments have been listed below for your convenience:

1. Standard Life Transfer Out Form
2. Signed Trust Deed and Scheme Rules
3. HMRC Screen shot
4. HMRC Tax Registration Letter
5. Letter from Metro Bank confirming scheme account details
6. Company Letter confirming participation & employment
7. Company Letter confirming contribution made
8. Member's Payslip - June (secured with member's NI number)
9. Member's Payslip - July (secured with member's NI number)
10. Member's Payslip - August (secured with member's NI number)
11. Personal Bank Statement as evidence of the salary payments made
12. Pension scheme account statement as evidence of contributions made by the company.

Should you require any additional information before the transfer can be processed, please do not hesitate to contact me.

Kind regards  
Georgina Martin

RC Administration Limited

Phone: 0330 311 0839

1A Park Lane  
Poynton  
Cheshire  
SK12 1RD

Company Number: 12409200

**IMPORTANT - PLEASE NOTE** The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error please contact the sender and destroy this email.

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- Bradley Russell (2).zip (5 MB)