



01-03-33

Garstang Branch
Market Place, Garstang, Preston, Lancs PR3 1XD

Date 19/4/18

Pay


Persia PracharOne thousand one hundredpounds

Account payee

£ 1,100TRUSTEES OF R KIRBY AND SONS LTD
SSAS

National Westminster Bank Plc

170703


AUTHORISED SIGNATORIES

Cheque No

Branch Sort Code

Account No

⑈000027⑈ 01000333⑈ 28509323⑈

Subject: R Kirby & Sons Ltd SSAS - annual administration invoice
Date: Wednesday, 11 April 2018 13:55:50 British Summer Time
From: Stacy Lunnon
To: Graham Kirby, Graham Kirby
CC: Esther S
Attachments: INV-4393 Annual admin up to 29 April 2018.pdf, INV-5206 Annual admin up to 29 April 2019.pdf

Dear Graham,

The scheme annual administration fee is due to be settled and I attach and invoice for same. Our accounts department have advised that they do not have any record of the previous year's annual administration invoice being settled and I attach this also. If this has already been settled then I apologise for the oversight.

The 2018 tax return is now due to be submitted to HMRC and it would be great if you could provide us with bank statements or a transaction history for the pension scheme account for the period 06 April 2017 through to 05 April 2018 to allow us to prepare and submit the return on your behalf.

Once the return is completed we will provide you with an Annual Trustee Report.

Kind regards,
Stacy Lunnon

Pension Practitioner
48 Chorley New Road
Bolton
BL1 4AP

T: 0800 634 4862
F: 020 8906 6611

Pension Practitioner is a tradestyle of The Practitioners Partnership LP
Registered Number: 00159
Registered Office: 1st Floor, World Trade Centre, Baytree Road, Gibraltar GX11 1AA

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.

Inclosed cheque. Sorry about last years payment (Oversight) I will send all Documents as Requested soon.
Kind Regards
Graham