Mr Glenn Brooks

2 Orchid Close

Swindon

SN25 3ST

14th December 2016

Dear Mr Brooks,

**The GBC Pension Scheme**

Further to your recent request to begin drawing a regular income, I am pleased to confirm the following:

* We have set you up on the monthly payroll to receive a gross income payment of £4,000 per month. This will continue until otherwise instructed/cash in the Scheme account runs out. (Please note that it is your responsibility to ensure there are sufficient funds in the cash account to meet the income payments, Mortgage repayments and any fees that may become due.
* Cranfords payroll is processed on the 6th of each month. Where the 6th falls on a weekend or Bank Holiday, payment will be processed on the next working day after that.
* The first monthly income payment of £4,000 gross was made yesterday. You should have received a net income payment of £3,200 by this morning and we have arranged for the £800 PAYE payment to be sent to HMRC on your behalf.

I have enclosed a Payslip in respect of the above payment. We will send a payslip following on from each payment going forwards.

I trust this to be in order, however should you require any further information or have any questions, please do not hesitate to call 0844 410 0037 where a member of the SSAS team will be happy to help.

Yours Sincerely

***Emma Dane***

***Senior Pensions Administrator***