

Mr David Hancock
Tradpin Construction Pension Fund Trustees
Bentleys Court
14 Hemnall Street
Epping
Essex
CM16 4LW

5 September 2011

Dear David

PAYE FOR PENSIONS

We have received the tax codes from HMRC for the pension scheme.

Going forward, the P11 and P35 returns will be undertaken electronically. The tax due in respect of the pension to you and Mrs Hancock will be assessed and remitted via the new PAYE codes in respect of your pensions.

I enclose two pension forms; please complete these, you will need to insert the pension bank account details from which the tax is to be collected plus your own bank account details. I have pre-completed much of this.

Can you please advise that in respect of the PAYE return submitted previously which tax reference number have you been using – is it the Company's? I will require this number and you can insert this on the enclosed P56 form.

I also enclose the payment booklet for the scheme for your files – please use this for any manual payments you are required to pay.

Kind regards

Yours sincerely

Gavin McCloskey
For Pension Practitioner .Com