

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

22 August 2011

Dear David

PAYE FOR PENSIONS

We have received new PAYE 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 need some assistance from you to implement this and ensure that HMRC do not collect too much tax!

Please find enclosed two pension forms; you will need to insert the pension bank account details from which the tax is to be collected plus your own pension bank account details – I have pre-completed much of this. .

Can you please advise that in respect of the PAYE return submitted previously, have you been using your Company's tax code? If so, please let me know the Employer tax office and reference number.

On receipt of this information I can reconcile the pensions with HMRC.

Kind regards

Yours sincerely

Gavin McCloskey
For Pension Practitioner .Com