



Registered Scheme Administrator Limited | Suite 4 | 1st Floor | 48 Chorley New Road | Bolton BL1 4AP  
Telephone 0121 769 0041 | E-mail [info@registeredschemeadministrator.com](mailto:info@registeredschemeadministrator.com)

Mr and Mrs Morris  
90 Woodland Drive  
Hove  
East Sussex  
BN3 6DE

28 March 2018

**Scheme: Brighton Bed Centre Limited**

Dear Mr and Mrs Morris,

We are writing to you regarding your recent request to start taking benefits from your pension fund.

Please find enclosed a 'Benefit Application Form' which we require to be completed so that your payroll details can be added to the scheme records, after which payments will commence. Under the terms of the scheme there will be fees applicable which you will be advised of once we receive your completed benefit form.

Once you have completed the form we would be grateful if you could sign and date it to confirm that you wish to proceed, then return it to us. If you are also a member of any other pension schemes, you will need to advise them that you are accessing your pension flexibly for the first time.

To input your details into the records we require a copy of your latest P45 which shows your pay to date and current tax code, which will need to be applied to the payment. If you don't have a P45, tax will be deducted from the payment at a temporary rate and you may be due a tax refund on the payment. If this is the case, we will advise you of the further steps you will need to take for a tax refund. If you are applying for a Pension Commencement Lump Sum payment of 25% of your pension fund, no tax will be due on this.

Please be advised that as you have taken the decision to enter Flexible Drawdown, the 'money purchase input' amount of your Annual Allowance will reduce from **£40,000** to **£4,000** for the tax year **2017-2018**.

We must advise you that before completing the form that you seek Independent Financial Advice on the implications that entering into this type of drawdown may have on your circumstances. There are also details of the new free government advice service, which can be found at [pensionwise.gov.uk](http://pensionwise.gov.uk) that we advise you to look at.



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All payments will be made on the 5th of each month and we will send you a confirmation letter detailing when the payments will commence if you are requesting a regular income. You will also receive a payslip giving details of the payment that has been made.

If you have any further questions regarding completing the form, please contact us.

Yours sincerely,

***Payroll Administration***