

Please Ask For: Roger Bessent
Direct Dial: 01772730297
E-Mail: roger@gleesonbessent.co.uk
Our Ref: FOCUS-132/RWB

Gleeson Bessent
Trustee Services



www.gleesonbessent.co.uk

Mrs Andrea Wingham
29 Sleaford Green
NORWICH
NR3 3JR

14 February 2014

Dear Mrs Wingham

I refer to your recent pension transfer and your tax free allowance which has been transferred directly into your account.

Unfortunately, due to a clerical error, an overpayment of £506.00 has been made to you.

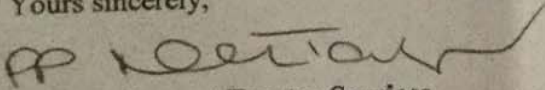
Transferred Amount	£7,444.00
25% Entitlement	£6,938.00
<u>Overpayment</u>	<u>£ 506.00</u>

All Pension Transfers and Tax Free Lump sums have to be reported to HMRC and therefore to avoid paying tax on the full amount received I would be grateful if you could make a payment at your earliest convenience.

Payment can be made by cheque; made payable to The Focusplay Retirement Benefits Scheme or paid directly into the bank account, details for which are enclosed.

I apologise for the inconvenience and look forward to receiving your payment as soon as possible.

Yours sincerely,


Gleeson Bessent Trustee Services

not paid.

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