

## Second reminder

# The Pensions Regulator

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**To the Trustees of:**

Priory Gate SSAS  
3 The Pastures  
Garrett Close  
DUNSTABLE  
LU6 3EG

Napier House  
Trafalgar Place  
Brighton  
BN1 4DW

E [exchange@thepensionsregulator.gov.uk](mailto:exchange@thepensionsregulator.gov.uk)

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)  
[www.trusteetoolkit.com](http://www.trusteetoolkit.com)

Our Ref: 12005779

Date: 18/03/2019

### Pension Scheme - Priory Gate SSAS,

Dear Sir/Madam,

There is an outstanding payment £29.00 for the above pension scheme.

Under the Pensions Act 2004, trustees or managers of pension schemes eligible for levy are liable for the payment of that levy. The Regulator has a duty to collect all outstanding debt from schemes that are eligible to pay levy and will pursue old debt from previous levy periods which remains unpaid.

The above amount is now overdue and needs your immediate attention. Please arrange for payment to be made within the next fourteen days to avoid further action being taken.

You can download a copy of the up-to-date statement and outstanding invoices from our website. It's also easy to set up a Direct Debit agreement (our preferred method of payment) on our website.

### How to log in and access your scheme documentation

- Log in at: <https://exchange.thepensionsregulator.gov.uk>
- Navigate to the 'My schemes' page and select from your list of associated schemes\*
- Choose 'Maintain/View scheme levy' from the 'Scheme options' page. From here you can select to make a debit card or direct debit payment, set a levy waiver or view and download your current statement and historical documents.

\*If you experience any problems accessing exchange, please phone us on 0345 600 5666.

Payments can also be made via BACS to the following account:

Account Name: The Pensions Regulator – Levy Account  
Sort Code: 40-14-03  
Account Number: 42012669  
Bank: HSBC  
Bank Address: 153 North Street, Brighton BN1 1RE

Please ensure you quote your pension scheme number (Our Ref above) as the payment reference.

If you have recently made a payment to clear the outstanding amount, have any query regarding the amount due or if there are any circumstances that may be delaying payment, please contact us (details above).

Yours sincerely

**Debt Collection Team**