



ST. JAMES'S PLACE

Administration Centre, PO Box 9034,
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Pension Practitioner.Com Ltd
Daws House
33-35 Daws Lane
London
NW7 4SD

Our Ref : SJP/CPS
Tel Ext : 79465
Date : 2 February 2017

Dear Sir/Madam

**16R10J81 - The Trustees Of Verity & Beverley Ltd Pension Scheme
Advance Notification of Direct Debit Requests**

As part of our continuing review of contribution collection procedures, and in response to comments received, we have been reconsidering the issue of the monthly letter detailing contributions due for schemes with three or less members.

We appreciate that for schemes of this size, some administrators may not wish to receive this letter every month and would be happy to receive advance notice only if the contributions being requested from the bank account differ from those of the previous month.

If you would like us to operate your scheme on the above basis, please complete the tear off slip below and return it to us in the envelope provided.

Yours faithfully

Mike Karn
Divisional Director - Client Services

To help us improve our level of service, telephone calls handled by our Administration Centre may be recorded to help identify training issues and needs.
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TO:- SJP/CPS

16R10J81 - The Trustees Of Verity & Beverley Ltd Pension Scheme

We wish to receive advance notification of monthly contributions deducted from our bank account only when this amount differs from the previous request, or if the number of members in the scheme increases to four or more.

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On behalf of the Employer