

Your Ref:

Our Ref: PEN/

E-MAIL [pensions.mailbox@haringey.gov.uk](mailto:pensions.mailbox@haringey.gov.uk)

This matter is being dealt  
with by :

PENSIONS SECTION

Direct Line: 0208 489

Tel. 020 8489 5916 Fax 020 8489 3986

Dear

**LOCAL GOVERNMENT PENSION SCHEME  
MONTHLY PENSION CONTRIBUTIONS**

As previously notified, the Pensions Act 2004 requires that pension contributions are received by the 19<sup>th</sup> of the month following the deduction from employee's salaries.

Please note that it is a civil offence, under the Pension Acts 1995 and 2004, if contributions are deducted from a member's salary and not paid into the Local Government Pension Scheme promptly, and that interest will be charged for late payments.

I am therefore writing to inform you that contributions for \_\_\_\_\_ have not been received within the deadline referred to above.

Please arrange for immediate payment otherwise interest will be accumulating on the contributions due calculated at 1% above base rate and will be charged to you.

If you have already sent your payment please disregard this letter.

Should you have any queries please do not hesitate to contact me.

Yours sincerely,

*For* Pensions Manager