

PLEASE PASS THIS DOCUMENT TO YOUR PAYROLL AND/OR ACCOUNTS DEPARTMENT

Payment Procedure

Your payment should reach us within 14 days of the end of the relevant tax month. As a tax month ends on the 5th, your account will be deemed to be "in arrears" if payment is not received by the 19th. This should fit in with your arrangements for paying the Inland Revenue and your pension provider.

The payment should be sent for the attention of the Accounts Department at the following address:

Paycare
George Street
Wolverhampton
WV2 4DX

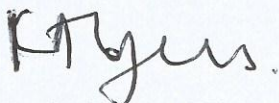
You can pay by cheque or by BACS transfer. Cheques should be made payable to *Paycare*. Our bank details for BACS transfers are as follows:

Account Name:	Paycare	
Account No:	01141718	
Sort Code:	30-99-83	For further information on
Bank Address:	Lloyds TSB Plc	BACS payments, please
	Queen Square	contact the Accounts Dept
	Wolverhampton	on 01902 371002
	West Midlands	
	WV1 1TF	

All payments should be accompanied by a completed Paycare remittance and a list of current policyholders showing the amount paid by the individual and the company. Please ensure that your remittance and listing agrees to the total premium sent. In the case of a BACS payment, please send your remittance and listing on or around the processing date.

You should ensure that application forms are completed and returned to us for all new starters and plan transfers. Please also inform us of all leavers and the date of their last payment.

If you have any queries, please do not hesitate to contact our Accounts Department on 01902 371002.



Kevin Rogers ACMA CGMA
Chief Executive