

# State Pension Forecast

**The Pension Service**  
**Mail Handling Site A**  
**Wolverhampton**  
**WV98 1AF**

Richmond Carter Ltd  
2nd Floor, 28a, Middle Hillgate  
Stockport, England, SK1 3AY  
Tel: 0161 507 7692  
Email: spforecast@richmondcarter.co.uk  
ARN: **BARN0049784**  
Date: **06/02/2026**

## Client Details

**Full Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**National Insurance Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Subject :** Request for State Pension / Pension Credit Records (HRP, LEAP-type underpayments, and Pension Credit)

**Dear Sir/Madam,**

We act as the appointed agent for the above-named client. A signed Letter of Authority has been submitted under separate cover under ARN BARN0049784. Please treat this as confirmation of our authority to request and receive documents relating to the client's **State Pension, National Insurance (HRP credits), and Pension Credit** entitlements. We therefore request copies of the following records and documents held on the client's file:

- **Current State Pension position**
  - Current weekly entitlement and component breakdown, with effective dates of any increases applied since the original award.
  - Forecast/statement used for current entitlement (where held).
- **Original award & subsequent changes**
  - The original State Pension award letter (issued at SPA), and any later award, revision, correction, or underpayment notices.
  - Specifically, we require copies of the original award letter, any subsequent correction or revised award statement, and the most recent forecast or benefit calculation used

for current entitlement.

- Records relating to LEAP-type underpayments (e.g., married women/widow uplifts, Category B/inherited elements, over-80s).
- Records relating to Home Responsibilities Protection (HRP) and credited NI years that affected entitlement.
- Internal calculation notes or system records relied upon to determine or revise entitlement (including reasons, dates, and relevant system notes, if available).

- **Payment history**

- Full payment schedule for State Pension and any arrears/back-payments (dates and amounts).
- Method of payment recorded (we do not require bank details beyond the standard payment flag, if that is DWP policy).

- **Pension Credit**

- Confirmation of any Pension Credit claim(s) and award/refusal/withdrawal letters.
- Payment history and any records of backdating/arrears or non-take-up identified.
- Any calculations or notes explaining entitlement decisions or backdating.

We require these documents to verify the accuracy of the client's entitlement and to progress any necessary corrections or claims.

If preferred, DWP may redact bank identifiers – we only require transaction dates and amounts.

Please send the requested information to:

**Richmond Carter Ltd**, Richmond Carter Ltd, 2nd Floor, 28a, Middle Hillgate, Stockport, SK1 3AY

(If email transmission is permitted for agents, please use

**spforcast@richmondcarter.co.uk**)

Thank you for your assistance.

Yours faithfully,

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Director, Richmond Carter Ltd