



J21B3401RFKMAA0000040911001001389000

REGISTERED SCHEME  
ADMINISTRATORS LIMITED  
UNIT 12, VENTURE WALES  
MERTHYR TYDFIL INDUSTRIAL PA  
PENTREBACH  
MERTHYR TYDFIL  
CF48 4DR

Issued by  
SANDRA G KENT  
NORTHEAST METROPOLITAN AREA  
HM REVENUE AND CUSTOMS  
QUEENSWAY HOUSE STUDENT LOAN UNIT  
STEWARTFIELD WAY  
EAST KILBRIDE  
G79 1AA



Employer reference 120/AB67755  
Date of issue 02 March 2021  
Telephone 0300 2003200



## Notice to start Student Loan deductions

### What we want you to do

You need to start taking Student Loan deductions from the named employee or employees on the first available pay day after the date shown below. This may be in addition to other Student Loan deductions.

Commercial payroll software will usually work out any Student Loan deductions automatically. Please follow your payroll software instructions.

If not, HMRC has a list of recognised and tested payroll software that you can use instead. You can find more information at [www.gov.uk/payroll-software](http://www.gov.uk/payroll-software)

You must continue taking Student Loan deductions unless we send you form SL2 telling you to stop.

**Please note:** it is important that you act on this notice or we may charge you a penalty.

### If you need further guidance

You can find step-by-step guidance on what you need to do on our website [www.gov.uk/guidance/special-rules-for-student-loans](http://www.gov.uk/guidance/special-rules-for-student-loans)

Employee's name	Mr T RENWICK
National Insurance number	NH 02 98 43 B
Works/Payroll number, Branch etc	D433CDBD503E8711
Student Loan deduction start date	06/04/2021
Student Loan plan type	04