



HM Revenue & Customs

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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

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

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