

*Firm Name Here*

**MEMO**

**To: HMRC Stamps (Amendments)**  
9<sup>th</sup> Floor, City Centre House  
30 Union Street, Birmingham.  
B2 4AR.  
DX15001 Birmingham 1

**From:**  
*(Agent for  
Purchaser)*

**SUBJECT: Amendment to SDLT E-Submission**

Please can you amend the details of the following processed submission as outlined below:-

**Details of Amendment:**

*Type in Details of Amendment Here*

**Submission Details:**

Property Address:	
Our Ref:	
UTRN:	
TPV Reference	
Submission Message	
Submission Date	
Effective Date	

**Details of Telephone Conversation with Stamp Taxes Helpline**  
(if appropriate)

Date/Time of Telephone Call:	
Name of Stamp Taxes Advisor:	
Stamp Taxes Case Ref No:	

**If Telephoning the Stamp Taxes Helpline please do not call until 3 days have elapsed from the date of submission**