

P35 proforma return Authorisation Stencil

To _____
Authorising Officer

From _____

Employer _____

Employer Reference _____

I have been unable to contact the employer to clear the overpayment shown on the attached papers.

- I have checked that there are no payments received after 19 April (22 April if payment received electronically) following the year end.
- I have prepared the attached P35 proforma return to capture the overpayment

Please authorise this and return the papers to me for the P35 proforma return to be recorded as received and captured

To _____

I authorise that the attached P35 proforma return should be recorded as received and captured

Name _____

Signed _____
Authorising Officer