

**STENCIL A - REQUEST FOR ADDITIONAL P35/P14 OR
CORRECTION P35 FOR STUDENT LOAN AMOUNT**

TO (Office Name):

EMPLOYER UNIT

Employer Reference	
Employer Name	
Tax Year	
Employee Name	
Employee NINO	
Works/Payroll Number	
Period of employment (if more than one)	

Please see Box A and return both forms after completing Box B

A.

The P14 submitted for the above named employee contains an incorrect figure of SL deductions. Please (EKSLU to delete paragraph not needed)

- note that EKSLU has requested an additional P35/P14 from the employer. The employer has been told that the only monetary entry on the additional P35/P14 should be the increase or decrease in the SL deductions shown in the 'Additional P14' row below
- prepare and capture a correction P35 for the reduction in SL deductions shown in the 'Additional P14' row below.

	SL Amount
Original P14	
Additional P14	
Revised Total	

Date issued:

To : EKSLU, Centre 1

Employer Reference	
Employee Name	
Employee NINO	

B. (Complete as appropriate)	Date
1. Correction P35 has been prepared and captured	<input type="text"/>
2. P35/P14 has been received and captured	<input type="text"/>
3. Other information	