



# Income Confirmation Form for Part-time Students **2009/10**

This form is also available on our website

[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

Student's forename(s):

Student's surname:

## Important Information

You should complete this form to confirm your income if you are unable to provide one of the following for the financial year 2008-09:

- a P60.
- a Month 12 or week 53 payslip showing "Total paid to date".
- a P11D "expenses and benefits".

If you had more than one employer during the financial year 6 April 2008 to 5 April 2009 you must provide evidence or a Income Confirmation Form for Part-time Students (PTCI2) for each employer.

## Instructions

- Complete this form in black ink and use BLOCK CAPITALS.
- **Answer all the questions in Section 1 and sign and date Declaration A.**
- Your employer should complete all the questions in **Section 2** and sign and date **Declaration B.**
- If you leave any questions blank we will not be able to process the student's application. If a question does not apply to you, please enter "None" or "N/A" as the answer.
- **Once your employer has completed this form** and signed and dated the declaration, please return it to us at the address shown on the letter accompanying this form.





## section 1 personal details

### a Student's details

Customer Reference Number:

Forename(s):

Surname:

Date of birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### b Your details

Customer Reference Number:

Forename(s):

Surname:

Home address:

Postcode:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Declaration A

If you cannot sign this form, it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at [www.direct.gov.uk/studentfinance-dataprotection](http://www.direct.gov.uk/studentfinance-dataprotection). Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow or by calling our Customer Support Office on 0845 607 7577.

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given the LEA (or SLC where appropriate) false information, or have not given them complete information, I may be prosecuted and financial support withdrawn.
- I agree to supply any further information in relation to the applicant's application for financial support that the LEA (or SLC where appropriate) may ask for and agree to tell them immediately if my personal or financial circumstances change in any way that might affect this application for financial support.
- I authorise my employer to give information about my income to the LEA (or SLC where appropriate) to assess higher education student finance for the student named in Section 1a of this form.

Your full name: (in BLOCK CAPITALS)

Your signature:

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## To be completed by the employer

**a** Name of employee:

Job title:

**b1** Gross salary or wages, before income tax, National Insurance and pension contributions are taken off for the employee named in Section 1b for the financial year ended 5 April 2009 (please include any overtime, bonuses and commission):

£

**b2** Taxable benefits in kind. Give the type of benefit and the amount received:

Type

<input type="text"/>	£ <input type="text"/>
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<input type="text"/>	£ <input type="text"/>
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<input type="text"/>	£ <input type="text"/>
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Total

£

**b3** Total pension contributions taken off during the year:

£

**c** Has the employee been employed by your company for the whole financial year?

☐ Yes ☐ No

If no, give the employee's dates of employment during the financial year ended 5 April 2009.

From:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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To:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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