

Notifying DWP of any changes for the Eligible Loan Deductions Scheme

The following information is required:

- All requests to be completed on Company headed letter paper
- AP reference number - which is unique to each creditor must be included (this number is your Lender reference number e.g. XX000001B)
- If there is a change to your organisation name quote your current name along with your new organisation name.
- If there is a change to your schedule address quote your current address details along with your new schedule address details.
- If there is a change to your bank details quote your current details along with your new bank details (this enables the team to have an additional check of previous details)
- Printed Name and Signature
- Contact telephone number
- The request must be sent to:
Lender Management Team
Eligible Loan Deductions Scheme
Post Handling Site B
Wolverhampton
WV99 2FQ

Please note that we are not able to amend details by faxed or email requests. Faxed or email requests will only be accepted in exceptional circumstances e.g. in the event of a Royal Mail dispute.

By providing this information, it will ensure that the details are entered correctly.