

File your employee's P45 online at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Use capital letters when completing this form

**1** Employer PAYE reference  
*Office number Reference number*

/

**2** Employee's National Insurance number

**3** Title – enter MR, MRS, MISS, MS or other title

Surname or family name

First or given name(s)

**4** Leaving date *DD MM YYYY*

**5** Student Loan deductions

Student Loan deductions to continue

**6** Tax Code at leaving date

If week 1 or month 1 applies, enter 'X' in the box below.

Week 1/Month 1

**7** Last entries on P11 *Deductions Working Sheet*.  
**Complete only if Tax Code is cumulative.** If there is an 'X' at box 6 there will be no entries here.

Week number  Month number

Total pay to date

£  p

Total tax to date

£  p

**To the new employer** Complete boxes 8 to 18 and send P45 Part 3 only to your HMRC office immediately.

**8** New Employer PAYE reference  
*Office number Reference number*

/

**9** Date new employment started *DD MM YYYY*

**10** Works number/Payroll number and Department or branch (if any)

**11** Enter 'P' here if employee will not be paid by you between the date employment began and the next 5 April.

**12** Enter Tax Code in use if different to the Tax Code at box 6.

If week 1 or month 1 applies, enter 'X' in the box below.

Week 1/Month 1

**13** If the tax figure you are entering on P11 *Deductions Working Sheet* differs from box 7 (see the E13 *Employer Helpbook Day-to-day payroll*) please enter the figure here.

£  p

**14** New employee's job title or job description

**15** Employee's private address

Postcode

**16** Gender. Enter 'X' in the appropriate box

Male  Female

**17** Date of birth *DD MM YYYY*

### Declaration

**18** I have prepared a P11 *Deductions Working Sheet* in accordance with the details above.

Employer name and address

Postcode

Date *DD MM YYYY*