

Inland Revenue

Details of employees leaving work Copy for Inland Revenue office

P45
Part 1

Office number

067

Reference number

V30456

1 PAYE Reference

2 Employee's National Insurance number

AB123471C

3 Surname
(in CAPITALS)

PAMELA

(Mr Mrs Miss Ms Other)

Mrs

First name(s)
(in CAPITALS)

ANDERSON

4 Leaving date
(in figures)

Day Month Year
26 05 2008

5 Continue Student
Loan Deductions(Y)

N

6 Tax Code at Leaving date. *If Week 1 or Month 1 basis applies, write 'X' in the box marked Week 1 or Month 1.*

Code

Week 1 or Month 1

543L

7 Last entries on Deductions Working Sheet (P11).

Week or month number

Week

Month

16

**Complete only if
Tax Code is cumulative.**

Make no entry here if Week 1 or Month 1 basis applies. Go to item 8.

Total pay to date £ 15708 00 p

Total tax to date £ 3791 16 p

8 This employment pay and tax.

Total pay in this employment £ p

No entry is needed if Tax Code is cumulative and amounts are the same as item 7 entry.

Total tax in this employment £ p

9 Works number/
Payroll number

E016

10 Department or
branch, if any

Admin

11 Employee's
private
address and
Postcode

338 Clyde Street
Renfrewshire Glasgow
PA3 2ST United Kingdom

12 I certify that the details entered above in items 1 to 10 are correct.

Employer's
name, address
and Postcode

Demo Employer Limited
Network House Arundel Road Uxbridge Industrial Estate
Uxbridge UB8 2RR UNITED KINGDOM

Date

29/05/2008

To the employer

Complete this form following the 'What to do when an employee leaves' instructions in the Employer's Help Book,

'Day-to-day payroll, E13'.

***Make sure the details are clear on all four parts of this form.**

Make sure your name and address is shown on Parts 1 and 1A.

▪ Detach Part 1 and send it to your

P45

Please complete with care

Inland Revenue office immediately.

▪ Hand Parts 1A, 2 and 3 (unseparated) to your employee when he or she leaves.

If the employee has died, write 'D' in this box and send all four parts of this form (unseparated) to your inland Revenue office immediately.

For IR office use

Inland
Revenue

Details of employees leaving work

Copy for employee

**P45
Part 1A**

Office number

067

Reference number

V30456

1 PAYE Reference

2 Employee's National Insurance number

AB123471C

3 Surname

PAMELA

(Mr Mrs Miss Ms Other)

Mrs

First name(s)

ANDERSON

4 Leaving date

Day	Month	Year
26	05	2008

5 Continue Student Loan Deductions(Y)

N

6 Tax Code at Leaving date.

'X' in the box means Week 1 or Month 1 basis applies.

Code

543L

Week 1 or Month 1

7 Last entries on Deductions Working Sheet (P11).

If there is an 'X' at item 6, there will be no entries here.

Week or month number

Week	Month
16	

Total pay to date £ 15708 00 p

Total tax to date £ 3791 16 p

8 This employment pay and tax.

If no entry here, the amounts are those shown at item 7.

Total pay in this employment £ p

Total tax in this employment £ p

9 Works number/ Payroll number

E016

10 Department or branch, if any

Admin

11 Employee's private address and Postcode

338 Clyde Street
Renfrewshire Glasgow
PA3 2ST United Kingdom

12 Employer's name, address and Postcode

Demo Employer Limited
Network House Arundel Road Uxbridge Industrial Estate
Uxibridge UB8 2RR UNITED KINGDOM

Date

29/05/2008

To the employee

Detach this part and keep it safe.

Copies are not available

This form is important to you. Take good care of it. You may need the information shown on Part 1A when completing any Tax Return you are sent at the end of the tax year.

Please also read the notes on Part 2 attached. Those notes give some important information about what you should do next and what to do with Parts 2 and 3.

To the new employer

If your new employee gives you this form please detach this part 1A and return it to them. Deal with Parts 2 and 3 normally.

1 Previous PAYE Reference	Office number	Reference number		
	067	V30456		
2 Employee's National Insurance number	AB123471C			
3 Surname	PAMELA			(Mr Mrs Miss Ms Other) Mrs
First name(s)	ANDERSON			
4 Leaving date	Day	Month	Year	5 Continue Student Loan Deductions(Y)
	26	05	2006	N
6 Tax Code at Leaving date. <small>'X' in the box means Week 1 or Month 1 basis applies.</small>	Code	Week 1 or Month 1		
	503L			
7 Last entries on Deductions Working Sheet (P11). <small>If there is an 'X' at item 6, there will be no entries here.</small>	Week or month number	Week	Month	
	16			
	Total pay to date	£	15708 00	p
	Total tax to date	£	3791 16	p

To the employee

This form is important to you. Take good care of it. Copies are not available. Keep Parts 2 and 3 of the form together and do not alter them.

Going to a new job

Give this form (Parts 2 and 3) to your new employer, or you will have tax deducted using the emergency code and may pay too much tax. If you do not want your new employer to know the details on this form, send it to your Inland Revenue office immediately with a letter saying so and giving the name and address of your new employer. The Inland Revenue office can make special arrangements, but you may pay too much tax for a while as a result.

Going abroad

If you are going abroad or returning to a country outside the UK ask for Income Tax form for those Leaving the United Kingdom (form P85) from any Inland Revenue office or Enquiry Center.

Becoming self-employed

You must register with the Inland Revenue within 3 months, or you could incur a penalty. To Register, get a copy of Thinking of working for yourself (leaflet P/SE/1) from your Inland Revenue office or call 08459 154515.

Claiming Jobseeker's Allowance

Take this form to the Benefit Office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

Not working and not Claiming Jobseeker's Allowance

If you have paid tax and wish to claim a refund ask for Claim for income tax repayment (form P50) from any Inland Revenue office or Enquiry Center.

To the new employer

Check this form, complete items 8 to 17 in Part 3 and prepare a Deductions Working Sheet (form P11). Follow the instructions in the Employer's Help Book 'Day-to-day payroll, E13' for how to prepare a P11.

Detach Part 3 of this form and send it to your Inland Revenue office immediately.

Keep Part 2.

Inland
Revenue

New employee details
For completion by new employer

P45
Part 3

1 Previous PAYE Reference	Office number	Reference number			
	067	V30456			
2 Employee's National Insurance number	AB123471C				
3 Surname	(Mr Mrs Miss Ms Other)				
	PAMELA	Mrs			
First name(s)	ANDERSON				
4 Date left previous employment	Day	Month	Year	5 Continue Student Loan Deductions(Y)	N
	26	05	2006		
6 Tax Code at Leaving date.	Code	Week 1 or Month 1			
<small>'X' in the box means Week 1 or Month 1 basis applies.</small>	503L				
7 Last entries on Deductions Working Sheet (P11)	Week	Month	Total pay to date	Total tax to date	
<small>If there is an 'X' at item 6, there will be no entries here.</small>	16		£ 15708 00 p	£ 3791 16 p	

To the new employer

Complete items 8 to 17 below and send this page of the form only to your Inland Revenue office immediately.

8 New PAYE Reference	Office number	Reference number			
9 Date employment started (in figures)	Day	Month	Year		
10 Tick here if you want these details to be shown on tax code notifications	<input type="checkbox"/>	Works/Payroll number	Department or branch if any		
11 Enter P if employee will no be paid by you between date employment began and next 5 April	<input type="checkbox"/>	12 Enter code in use if different to code at item 6			
13 If the tax figure you are entering on P11 differs from item 7 above (see employer's Help Book 'Day-to-day payroll, E13') please enter your figure here		£			
14 Employee's private address					
	Postcode				
15 Employee's date of birth (if known)	Day	Month	Year	16 Employee's job title or description	
17 Declaration	I have prepared a Deductions Working Sheet (P11) in accordance with the details above.				
Employer Address					
P45	Postcode	Date			