



**1** Employer PAYE reference  
*Of ce number*    *Reference number*  
 999 / A213

**2** Employee's National Insurance number  
 AB123456C

**3** Title – enter MR, MRS, MISS, MS or other title  
 DR  
 Surname or family name  
 REDFORD  
 First or given name(s)  
 ROBERT

**4** Leaving date *DD MM YYYY*  
 01 05 2023

**5** Student Loan deductions  
 Student Loan deductions to continue

**6** Tax Code at leaving date  
 1257L  
 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  2

Total pay to date  
 £  p

Total tax to date  
 £  p

**8** This employment pay and tax. If no entry here, the amounts are those shown at box 7.

Total pay in this employment  
 £  p

Total tax in this employment  
 £  p

**9** Works number/Payroll number and Department or branch (if any)  
 3  
 ADMIN

**10** Gender. Enter 'X' in the appropriate box  
 Male  Female

**11** Date of birth *DD MM YYYY*  
 01 01 1970

**12** Employee's private address  
 191 BLANFORD ROAD, REIGATE, SURREY  
 RH2 7DP UNITED KINGDOM

Postcode  
 RH2 7DP

**13** I certify that the details entered in items 1 to 11 on this form are correct.  
 Employer name and address

DEMO EMPLOYER COMPANY  
 NO 83 HEATHFIELD GARDEN LONDON  
 BR5 6BP UNITED KINGDOM

Postcode  
 BR5 6BP

Date *DD MM YYYY*  
 02 05 2023

**To the employee**

The P45 is in three parts. Please keep this part (Part 1A) safe. Copies are not available. You might need the information in Part 1A to fill in a Tax Return if you are sent one.

Please read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form.

**Tax credits**

Tax credits are flexible. They adapt to changes in your life, such as leaving a job. If you need to let us know about a change in your income, phone **0845 300 3900**.

**To the new employer**

If your new employer gives you this Part 1A, please return it to them. Deal with Parts 2 and 3 as normal.