

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

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)

ADMIN

10 Gender. Enter 'X' in the appropriate box

Male  Female

11 Date of birth DD MM YYYY

12 Employee's private address

Postcode

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

Postcode

Date DD MM YYYY

### 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.