

**1** Employer PAYE reference  
*Of ce 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 employee

This form is important to you. Take good care of it and keep it safe. Copies are not available. Please keep Parts 2 and 3 of the form together and do not alter them in any way.

### Going to a new job

Give Parts 2 and 3 of this form 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 HM Revenue & Customs (HMRC) of ce immediately with a letter saying so and giving the name and address of your new employer. HMRC can make special arrangements, but you may pay too much tax for a while as a result of this.

### Going abroad

If you are going abroad or returning to a country outside the UK ask for form P85 *Leaving the United Kingdom* from any HMRC of ce or Enquiry Centre.

### Becoming self-employed

You must register with HMRC within three months of becoming self-employed or you could incur a penalty. To register as newly self-employed see The Phone Book under HM Revenue & Customs or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) to get a copy of the booklet SE1 *Are you thinking of working for yourself?*

### Claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

Take this form to your Jobcentre Plus Of ce. 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 or Employment and Support Allowance (ESA)

If you have paid tax and wish to claim a refund ask for form P50 *Claiming tax back when you have stopped working* from any HMRC of ce or Enquiry Centre.

### Help

If you need further help you can contact any HMRC of ce or Enquiry Centre. You can find us in The Phone Book under HM Revenue & Customs or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### To the new employer

Check this form and complete boxes 8 to 18 in Part 3 and prepare a form P11 *Deductions Working Sheet*. Follow the instructions in the Employer Helpbook E13 *Day-to-day payroll*, for how to prepare a *P11 Deductions Working Sheet*. Send Part 3 of this form to your HMRC of ce immediately. Keep Part 2.