

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  
*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

**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 of ce immediately.

**8** New Employer PAYE reference  
*Of ce 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 dif erent to the Tax Code at box 6.  
  
 If week 1 or month 1 applies, enter 'X' in the box below.  
 Week 1/Month

**13** If the tax f gure you are entering on P11 *Deductions  
 Working Sheet* dif ers from box 7 (see the E13 *Employer  
 Helpbook Day-to-day payroll* ) please enter the  
 f gure 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*