

**1** Employer PAYE reference  
Office 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  
£  3000.00    p

Total tax to date  
£  384.00    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.