

## Section one To be completed by the employee

Please complete section one and then hand the form back to your present employer. If you later receive a form P45 from your previous employer, hand it to your present employer. Use capital letters when completing this form.

Your details       Date of birth DD MM YYYY         National Insurance number       01/01/1970         This is very important in getting your tax and benefits right.       Address         AB123456C       Address         Title - enter MR, MRS, MISS, MS or other title       House or flat number         Dr	1 1 5	
This is very important in getting your tax and benefits right.       01/01/1970         AB123456C       Address         Title - enter MR, MRS, MISS, MS or other title       House or flat number         Dr		Date of birth DD MM YYYY
Title - enter MR, MRS, MISS, MS or other title       House or flat number         Dr       Rest of address including house name or flat         Surname or family name       Rest of address including house name or flat         PFortysix       No. 001 Employee House         Employee MiddleName       Employee City         Employee MiddleName       Employee County         United Kingdom       Postcode         Male       Female         X       O00 000         Student Loans       If you left a course of Higher Education before last 6 April and 1 have not been receiving taxable lobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       If you Student Loans by agreement with the Student Loan by agreement with the Student Loan by building society account.)		01/01/1970
Dr       Surname or family name       Rest of address including house name or flat         PFortysix       No. 001 Employee House         Employee MiddleName       Employee Street         Employee MiddleName       Employee Cuty         Gender Enter 'X' in the appropriate box       Postcode         Male       Female       X         Your present circumstances       Flyou left a course of Higher Education before last 6 April and 1 the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1 Alowance.Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       A	AB123456C	Address
Surname or family name       Rest of address including house name or flat         PFortysix       No. 001 Employee House         Employee NiddleName       Employee City         Employee MiddleName       Employee County         United Kingdom       United Kingdom         Gender Enter 'X' in the appropriate box       Postcode         Male       Female       X         Your present circumstances       If you left a course of Higher Education before last 6 April and 1 exeived your first Student Loan is istament on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (Do not enter 'X' in box D if you are repaying your Student Loan by aster or occupational pension.       Student Loans Visuant Loan by aster ments company to make monthly payments through your bank or building society account.)	Title – enter MR, MRS, MISS, MS or other title	House or flat number
PFortysix       No. 001 Employee House         First or given name(s)       Employee Street         Employee MiddleName       Employee City         Gender Enter 'X' in the appropriate box       Postcode         Male       Female       X         Your present circumstances       OO0 000         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1       I hos DD. (Do not enter 'X' in box D if you have not fully repaid your Student Loan, enter 'X' in box D. If you are repaying your Student Loan by agreement with the Student Loan Sort fully repaid your Student Loan by agreement with the Student Loan Sort omake monthly payments through your bank or building society account.)       D	Dr	
First or given name(s)       Employee Street         Employee MiddleName       Employee City         Gender Enter 'X' in the appropriate box       Postcode         Male       Female       OO0 000         Your present circumstances       O00 000         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1       I statement or after 1 September 1998 and you have not fully repaid your Student Loan, instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (Do not enter 'X' in box D if you are repaying your Student Loan by agreement with the Student Loans by algreement with the Student Loans by our student Loans by algreement with the Student Loans by	Surname or family name	Rest of address including house name or flat
First or given name(s)       Employee City         Employee MiddleName       Employee County         Gender Enter 'X' in the appropriate box       Postcode         Male       Female       QO0 000         Your present circumstances       Student Loans         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1 have not been receiving taxable Jobseeker's Allowance,Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       Male	PFortysix	No. 001 Employee House
First of given finding(s)       Employee MiddleName         Employee MiddleName       Employee County         United Kingdom       United Kingdom         Gender Enter 'X' in the appropriate box       Postcode         Male       Female       X         Your present circumstances       OO0 000         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1 have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       A		Employee Street
Gender Enter 'X' in the appropriate box   Male   Female   X   Postcode   OO0 000    Postcode   O00 000    Postcode Our present circumstances Read all the following statements carefully and enter 'X' in the one box that applies to you.   A - This is my first job since last 6 April and 1   have not been receiving taxable Jobseeker's   Allowance, Employment and Support   Allowance or taxable Incapacity Benefit or a state or occupational pension.   A - This is my first job since last 6 April and 1 have not been receiving taxable Incapacity Benefit or a state or occupational pension.	First or given name(s)	Employee City
Gender Enter 'X' in the appropriate box       Postcode         Male       Female       X         Your present circumstances       OO0 000         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1 have not been receiving taxable Jobseeker's Allowance,Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       A	Employee MiddleName	Employee County
Gender Enter 'X' in the appropriate box         Male       Female       X         OO0 000         Your present circumstances         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       A		United Kingdom
Male       Female       X         OO0 000         Your present circumstances         Read all the following statements carefully and enter 'X' in the one box that applies to you.       Student Loans         A - This is my first job since last 6 April and 1 have not been receiving taxable Jobseeker's Allowance,Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.       Image: Comparison of the student Loans Company to make monthly payments through your bank or building society account.)	Gender Enter 'X' in the appropriate box	Postcode
<ul> <li>Read all the following statements carefully and enter 'X' in the one box that applies to you.</li> <li>A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.</li> </ul>		000 000
	Read all the following statements carefully and enter 'X' in the one box that applies to you. A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance,Employment and Support Allowance or taxable Incapacity Benefit or a	If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (Do not enter 'X' in box D if you are repaying your Student Loan by agreement with the Student Loans Company to make monthly payments through your bank or

 B - This is now my only job, but since last 6 April have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit.I do not receive a state or occupational pension.

ВХ

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OR

C - I have another job or receive a state or occupational pension.

Signature and date

I can confirm that this information is correct

Date DD MM YYYY

12/05/2022

Signature

## Section two To be completed by the employer

File your employee's P46 online at www.hmrc.gov.uk/em	ployers/doitonline	
Use capital letters when completing this form. Guidance on how to fill it in, including what to do if your employee has not		
entered their National Insurance number on page 1, is at	www.hmrc.gov.uk/employers/working_out.htm	and in the E13
Employer Helpbook Day-to-day payroll .		

Employee's details Date employment started DD MM YYYY 06/04/2022 Job title	Works/payroll number and Department or branch (if any) 2	
Employer's details	Address	
Employer PAYE reference	Building number	
Office number Reference Number		
999 / P999	Rest of address	
Employer name	no 83 heathfield	
Demo Employer	garden	
	UNITED KINGDOM	
	Postcode	
	BR5 6BP	
Tax code used If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to www.hmrc.gov.uk/employers/rates_and_limits.htm		
Enter 'X' in the appropriate box		
Box A	Tax code used 1257L	
Emergency code on a cumulative basis		
Box B Emergency code on a non-cumulative	If Week 1 or Month 1 applies,	

Send this form to your HM Revenue & Customs office on the first pay day.

Week 1/Month 1 basis

Box C

Code BR

If the employee has entered 'X' in box A or box B, on page 1, and their earnings are below the NICs lower earnings limit, do not send the form until their earnings reach the NICs lower earnings limit.

С

enter 'X' in this box