

File your employee's P45 online at 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*