

Office number **067** Reference number **V30456**

2 Employee's National Insurance number **AB123471C**

3 Surname (in CAPITALS) **PAMELA** (Mr Mrs Miss Ms Other) **Mrs**

First name(s) (in CAPITALS) **ANDERSON**

4 Leaving date (in figures) Day **26** Month **05** Year **2023**

5 Continue Student Loan Deductions(Y) **N**

6 Tax Code at Leaving date. If Week 1 or Month 1 basis applies, write 'X' in the box marked Week 1 or Month 1. Code **1257L** Week 1 or Month 1

7 Last entries on Deductions Working Sheet (P11). Week or month number **16**

Complete only if Tax Code is cumulative. Total pay to date **£ 15708 00 p**

Make no entry here if Week 1 or Month 1 basis applies. Go to item 8. Total tax to date **£ 3791 16 p**

8 This employment pay and tax. Total pay in this employment **£ p**

No entry is needed if Tax Code is cumulative and amounts are the same as item 7 entry. Total tax in this employment **£ p**

9 Works number/ Payroll number **E016** 10 Department or branch, if any **Admin**

11 Employee's private address and Postcode **338 Clyde Street  
Renfrewshire Glasgow  
PA3 2ST United Kingdom**

12 I certify that the details entered above in items 1 to 10 are correct.  
Employer's name, address and Postcode **Demo Employer Limited  
Network House Arundel Road Uxbridge Industrial Estate  
Uxibridge UB8 2RR UNITED KINGDOM**

Date **29/05/2023**

**To the employer**

- Complete this form following the 'What to do when an employee leaves' instructions in the Employer's Help Book, 'Day-to-day payroll, E13'.
- \*Make sure the details are clear on all four parts of this form.
- Make sure your name and address is shown on Parts 1 and 1A.

- Detach Part 1 and send it to your

P45

**Please complete with care**

- Inland Revenue office immediately.
- Hand Parts 1A, 2 and 3 (unseparated) to your employee when he or she leaves.
- If the employee has died, write 'D' in this box and send all four parts of this form (unseparated) to your inland Revenue office immediately.

For IR office use

Inland  
**Revenue**

**Details of employees leaving work**

Copy for employee

**P45**  
**Part 1A**

1 PAYE Reference		Office number	Reference number
		067	V30456
2 Employee's National Insurance number		AB123471C	
3 Surname		(Mr Mrs Miss Ms Other)	
PAMELA		Mrs	
First name(s)		ANDERSON	
4 Leaving date		5 Continue Student Loan Deductions(Y)	
Day	Month	Year	
26	05	2023	N
6 Tax Code at Leaving date.		Code	Week 1 or Month 1
'X' in the box means Week 1 or Month 1 basis applies.		1257L	
7 Last entries on Deductions Working Sheet (P11).		Week	Month
If there is an 'X' at item 6, there will be no entries here.		Week or month number	16
		Total pay to date	£ 15708 00 p
		Total tax to date	£ 3791 16 p
8 This employment pay and tax.		Total pay in this employment	£ p
If no entry here, the amounts are those shown at item 7.		Total tax in this employment	£ p
9 Works number/ Payroll number		10 Department or branch, if any	Admin
E016			
11 Employee's private address and Postcode		338 Clyde Street Renfrewshire Glasgow PA3 2ST United Kingdom	
12 Employer's name, address and Postcode		Demo Employer Limited Network House Arundel Road Uxbridge Industrial Estate Uxibridge UB8 2RR UNITED KINGDOM	
Date		29/05/2023	

**To the employee**

Detach this part and keep it safe.

Copies are not available

This form is important to you. Take good care of it. You may need the information shown on Part 1A when completing any Tax Return you are sent at the end of the tax year.

Please also read the notes on Part 2 attached. Those notes give some important information about what you should do next and what to do with Parts 2 and 3.

**To the new employer**

If your new employee gives you this form please detach this part 1A and return it to them. Deal with Parts 2 and 3 normally.

<b>1</b> Previous PAYE Reference	Office number	Reference number			
	067	V30456			
<b>2</b> Employee's National Insurance number	AB123471C				
<b>3</b> Surname	(Mr Mrs Miss Ms Other)				
	PAMELA	Mrs			
First name(s)	ANDERSON				
<b>4</b> Leaving date	Day	Month	Year	<b>5</b> Continue Student Loan Deductions(Y)	
	26	05	2023	N	
<b>6</b> Tax Code at Leaving date.	Code	Week 1 or Month 1			
<small>'X' in the box means Week 1 or Month 1 basis applies.</small>	1257L				
<b>7</b> Last entries on Deductions Working Sheet (P11).	Week or month number	Week	Month		
<small>If there is an 'X' at item 6, there will be no entries here.</small>	16				
	Total pay to date	£	15708	00	p
	Total tax to date	£	3791	16	p

**To the employee**

This form is important to you. Take good care of it. Copies are not available. Keep Parts 2 and 3 of the form together and do not alter them.

**Going to a new job**

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

**Going abroad**

If you are going abroad or returning to a country outside the UK ask for Income Tax form for those Leaving the United Kingdom (form P85) from any Inland Revenue office or Enquiry Center.

**Becoming self-employed**

You must register with the Inland Revenue within 3 months, or you could incur a penalty. To Register, get a copy of Thinking of working for yourself (leaflet P/SE/1) from your Inland Revenue office or call 08459 154515.

**Claiming Jobseeker's Allowance**

Take this form to the Benefit Office. 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**

If you have paid tax and wish to claim a refund ask for Claim for income tax repayment (form P50) from any Inland Revenue office or Enquiry Center.

**To the new employer**

Check this form, complete items 8 to 17 in Part 3 and prepare a Deductions Working Sheet (form P11). Follow the instructions in the Employer's Help Book 'Day-to-day payroll, E13' for how to prepare a P11.

Detach Part 3 of this form and send it to your Inland Revenue office immediately.

Keep Part 2.

1 Previous PAYE Reference	Office number	Reference number
	067	V30456
2 Employee's National Insurance number	AB123471C	
3 Surname	(Mr Mrs Miss Ms Other)	
	PAMELA	Mrs
First name(s)	ANDERSON	
4 Date left previous employment	Day	Month
	26	05
	Year	2023
5 Continue Student Loan Deductions(Y)	N	
6 Tax Code at Leaving date.	Code	Week 1 or Month 1
<small>'X' in the box means Week 1 or Month 1 basis applies.</small>	1257L	
7 Last entries on Deductions Working Sheet (P11)	Week	Month
<small>If there is an 'X' at item 6, there will be no entries here.</small>	16	
Week or month number		
Total pay to date	£	15708 00 p
Total tax to date	£	3791 16 p

**To the new employer**

Complete items 8 to 17 below and send this page of the form only to your Inland Revenue office immediately.

8 New PAYE Reference	Office number	Reference number
9 Date employment started (in figures)	Day	Month
		Year
10 Tick here if you want these details to be shown on tax code notifications	<input type="checkbox"/>	Works/Payroll number
		Department or branch if any
11 Enter P if employee will no be paid by you between date employment began and next 5 April	<input type="checkbox"/>	12 Enter code in use if different to code at item 6
13 If the tax figure you are entering on P11 differs from item 7 above (see employer's Help Book 'Day-to-day payroll, E13') please enter your figure here	£	
14 Employee's private address		
	Postcode	
15 Employee's date of birth (if known)	Day	Month
		Year
16 Employee's job title or description		
17 Declaration	I have prepared a Deductions Working Sheet (P11) in accordance with the details above.	
Employer Address		
P45	Postcode	Date