

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	
National Insurance number This is very important in getting your tax and benefits right. <input type="text" value="AB123456C"/>	Date of birth DD MM YYYY <input type="text" value="08/07/1979"/>
Title – enter MR, MRS, MISS, MS or other title <input type="text" value="DR"/>	Address House or flat number <input type="text"/>
Surname or family name <input type="text" value="REDFORT"/> <input type="text"/> <input type="text"/>	Rest of address including house name or flat <input type="text" value="777 LUCKY STREET"/> <input type="text" value="NETWORK HOUSE"/> <input type="text" value="BOSTON"/>
First or given name(s) <input type="text" value="ROBERT SF"/> <input type="text"/> <input type="text"/>	<input type="text" value="COUNTY"/> <input type="text" value="UK"/>
Gender Enter 'X' in the appropriate box Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>	Postcode <input type="text" value="BR5 6BP"/>

Your 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 I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

OR

B - This is now my only job, but since last 6 April I 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.

OR

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

Student Loans

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 building society account.)

Signature and date

I can confirm that this information is correct

Signature

Date DD MM YYYY

Section two To be completed by the employer

File your employee's P46 online at www.hmrc.gov.uk/employers/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

04/06/2021

Works/payroll number and Department or branch (if any)

WKSNO001

Job title

Employer's details

Employer PAYE reference

Office number Reference Number

548/A548

Employer name

TESTING CO. GAUTAM

Address

Building number

Rest of address

777 LUCKY STREET

NETWORK HOUSE

BOSTON COUNTY

UK

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

Emergency code on a cumulative basis

Tax code used

1257L

Box B

Emergency code on a non-cumulative Week 1/Month 1 basis

If Week 1 or Month 1 applies, enter 'X' in this box

Box C

Code BR

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

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 .