

# HM Revenue & Customs

## Employee retiring on a pension paid by employer

You must fill in this form if the employee is retiring on a pension which

- you are paying under your own pension scheme **or**
- you are paying on behalf of a superannuation fund or scheme.

After completing the form

- send Part 1 to your HM Revenue and Customs office within 14 days of the retirement **and**
- give Part 1A to the employee.

*Deductions working sheet* - use the existing sheet to record the pension paid but **use the tax code on a week 1/month 1 basis** until you are instructed to do otherwise.

Employee details	
Full name	<u>Robert Redford</u> *Mr/Mrs/Miss/Ms (*Delete as appropriate)
Home address	<u>1 Grebe Lane Hetton Le Hole</u>
County	<u>Durham</u>
United Kingdom	Postcode <u>DH19 1TV</u>
Employee's National Insurance number	<input type="text" value="SC112233D"/>
Employer PAYE reference	<u>548/A548</u> Date of retirement <u>08/06/2008</u>
Total pay to date of retirement as shown on deductions working sheet	<input type="text" value="£"/>
<b>Since 6 April last:</b>	
Total <b>pay</b> in this employment to date of retirement	<input type="text" value="£ 0.00"/>
Total <b>tax</b> in this employment to date of retirement	<input type="text" value="£ 0.00"/>
Amount of pension each *week/four weeks/month/year (*Delete as appropriate or specify if interval differs)	<input type="text" value="£ 7,000.00"/>
Pension payroll number, if any	<u>22446688</u>
<i>The details I have provided above are correct to the best of my knowledge. I am using the tax code shown on the deductions working sheet on a week 1/month 1 basis.</i>	
Employer's name	<u>Demo Employer Ltd</u>
Address	<u></u>
	Postcode <u></u>

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## Employee retiring on a pension paid by employer

### *Employee copy*

This form is important, please keep it in a safe place.

**You may need the information when completing any Tax Return you are sent at the end of the tax year.**

Employee details	
Full name <u>Robert Redford</u>	*Mr/Mrs/Miss/Ms <i>(*Delete as appropriate)</i>
Home address <u>1 Grebe Lane Hetton Le Hole</u>	
County <u>Durham</u>	
United Kingdom	Postcode <u>DH19 1TV</u>
Employee's National Insurance number	<input type="text" value="SC112233D"/>
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Total <b>tax</b> in this employment to date of retirement	<input type="text" value="£ 0.00"/>
Amount of pension each *week/four weeks/month/year <i>(*Delete as appropriate or specify if interval differs)</i>	<input type="text" value="£ 7,000.00"/>
Pension payroll number, if any <u>22446688</u>	
<i>The details I have provided above are correct to the best of my knowledge. I am using the tax code shown on the deductions working sheet on a week 1/month 1 basis.</i>	
Employer's name <u>Demo Employer Ltd</u>	
Address _____	
_____	
_____ Postcode _____	