

Inland Revenue

Details of employees leaving work Copy for Inland Revenue office

**P45
Part 1**

1 PAYE Reference	Office number	Reference number			
	067	V30456			
2 Employee's National Insurance number	NE333876A				
3 Surname (in CAPITALS)	EASTWOOD	(Mr Mrs Miss Ms Other) Mr			
First name(s) (in CAPITALS)	CLINT				
4 Leaving date (in figures)	Day 30	Month 11	Year 2007	5 Continue Student Loan Deductions(Y)	N
6 Tax Code at Leaving date. <i>If Week 1 or Month 1 basis applies, write 'X' in the box marked Week 1 or Month 1.</i>	Code 522L	Week 1 or Month 1			
7 Last entries on Deductions Working Sheet (P11). Complete only if Tax Code is cumulative. <i>Make no entry here if Week 1 or Month 1 basis applies. Go to item 8.</i>	Week or month number	Week	Month		
			8		
	Total pay to date	£	80 00 p		
	Total tax to date	£	0 00 p		
8 This employment pay and tax. No entry is needed if Tax Code is cumulative and amounts are the same as item 7 entry.	Total pay in this employment	£	p		
	Total tax in this employment	£	p		
9 Works number/ Payroll number	32	10 Department or branch, if any	Admin		
11 Employee's private address and Postcode	777 Lucky Street Cardiff CF14 3GY 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 Uxbridge UB8 2RR UNITED KINGDOM				
Date	26/06/2007				

To the employer

Please complete with care

For IR office use

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

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.

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