

**1** Employer PAYE reference  
*Office 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 1

**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

**8** This employment pay and tax. Leave blank if the Tax Code is cumulative and the amounts are the same as box 7.  
 Total pay in this employment  
 £  p  
 Total tax in this employment  
 £  p

**9** Works number/Payroll number and Department or branch (if any)

**10** Gender. Enter 'X' in the appropriate box  
 Male     Female

**11** Date of birth *DD MM YYYY*

**12** Employee's private address  
  
 Postcode

**13** I certify that the details entered in items 1 to 11 on this form are correct.  
 Employer name and address  
  
 Postcode  
  
 Date *DD MM YYYY*

**To the employee**

This form is important to you. Take good care of it and keep it safe. Copies are not available.

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 read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form.

**To the new employer**

If your new employee gives you this Part 1A, please return it to them. Deal with Parts 2 and 3 as normal.