

# Inland Revenue

## Details of employees leaving work Copy for Inland Revenue office

P45  
Part 1

Office number

067

Reference number

V30456

1 PAYE Reference

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 Month Year  
26 05 2006

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

Week 1 or Month 1

503L

7 Last entries on Deductions Working Sheet (P11).

Week or month number

Week

Month

16

**Complete only if  
Tax Code is cumulative.**

*Make no entry here if Week 1 or Month 1 basis applies. Go to item 8.*

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

*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  
Uxbridge UB8 2RR UNITED KINGDOM

Date

29/05/2006

### 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**

Office number

067

Reference number

V30456

1 PAYE Reference

2 Employee's National Insurance number

AB123471C

3 Surname

PAMELA

(Mr Mrs Miss Ms Other)

Mrs

First name(s)

ANDERSON

4 Leaving date

Day

26

Month

05

Year

2006

5 Continue Student Loan  
Deductions(Y)

N

6 Tax Code at Leaving date.

'X' in the box means Week 1 or Month 1 basis applies.

Code

503L

Week 1 or Month 1

7 Last entries on Deductions  
Working Sheet (P11).

If there is an 'X' at item 6, there will be no entries here.

Week or month  
number

Week

16

Month

Total pay to date £ 15708 00 p

Total tax to date £ 3791 16 p

8 This employment pay and tax.

If no entry here, the amounts are those shown at item 7.

Total pay  
in this employment £ p

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 Employer's  
name, address  
and Postcode

Demo Employer Limited  
Network House Arundel Road Uxbridge Industrial Estate  
Uxibridge UB8 2RR UNITED KINGDOM

Date

29/05/2006

**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 employer 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	PAMELA			(Mr Mrs Miss Ms Other) Mrs
First name(s)	ANDERSON			
<b>4</b> Leaving date	Day	Month	Year	
	26	05	2006	
<b>6</b> Tax Code at Leaving date. <small>'X' in the box means Week 1 or Month 1 basis applies.</small>	Code		Week 1 or Month 1	
	503L			
<b>7</b> Last entries on Deductions Working Sheet (P11). <small>If there is an 'X' at item 6, there will be no entries here.</small>	Week or month number		Week Month	
	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.

# Inland Revenue

## New employee details For completion by new employer

**P45  
Part 3**

<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> Date left previous employment	Day	Month	Year	<b>5</b> Continue Student Loan Deductions(Y)	N
	26	05	2006		
<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>	503L				
<b>7</b> Last entries on Deductions Working Sheet (P11)	Week	Month	Total pay to date	Total tax to date	
<small>If there is an 'X' at item 6, there will be no entries here.</small>	16		£ 15708 00 p	£ 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.

<b>8</b> New PAYE Reference	Office number	Reference number			
<b>9</b> Date employment started (in figures)	Day	Month	Year		
<b>10</b> 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		
<b>11</b> Enter P if employee will not be paid by you between date employment began and next 5 April	<input type="checkbox"/>	<b>12</b> Enter code in use if different to code at item 6			
<b>13</b> 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		£			
<b>14</b> Employee's private address					
	Postcode				
<b>15</b> Employee's date of birth (if known)	Day	Month	Year	<b>16</b> Employee's job title or description	
<b>17 Declaration</b>	I have prepared a Deductions Working Sheet (P11) in accordance with the details above.				
Employer Address					
<b>P45</b>	Postcode	Date			