

Supporting Document - Form P45 Part1

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

A1 Title: Enter here the title of the employee, eg.: Mr, Mrs, Miss, Ms.

Please note that no 'spaces' are allowed between any characters and the length should not exceed more than 4 characters.

A2 Forename: Enter here the employee's first name.
This field is mandatory.

You should only use characters defined in the Schema i.e. A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Forename.

1. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. () opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark

A3 Second Forename: Enter here the employee's Second forename.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Forenames.

1. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
2. . full stop
3. , comma
4. _ underscore
5. () opening and closing parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark.

A4 Surname: Enter here the employee's Surname.
This field is mandatory.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and

brackets.

The length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the employee's Surname

1. Please do not include leading or trailing spaces when you enter the Surname. For example, if the Surname is O'Connor, do not include a space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example, if the surname is O'Connor, the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

A5 Address Line 1: Enter here the employee's address. This field is mandatory

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the Postcode
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters as listed for Surname and Forename.
4. Please do not leave any line empty.

A6 Address Line 2: Enter here the employee's address.

A7 Address Line 3: Enter here the employee's address

A8 Address Line 4: Enter here the employee's address

A9 Postcode: Enter here the postcode of the employee's address e.g. EP1 3SO

Please note that the Postcode should not exceed more than 8 characters.

A10 Country: Enter here the Country of the employee's address

A11 Deceased (Yes/No): If the employee has died enter Yes, otherwise enter No. This field can be ignored if not applicable.

A12 Works Number: Enter here the employee's Works Number. Please note that the employee's works number or payroll number can be alphanumeric and should not exceed more than 20 characters in length.

A13 NI Number: Enter here the employee's National Insurance number(NINo). If the NI number is not known , please enter as "NOT KNOWN".

Please note, the NINO must follow the acceptable format as ,

I.e. Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) e.g. "AA123456A" or "BB123456 " (the suffixes M, F and P will not be accepted after 2004/05).

Other reasons for failure are listed below:

1. Use of invalid prefixes not in accordance with the published list given in Appendix 3 of the 2004-05 PAYE End-of-Year Business Rules.
2. Temporary (TN) NI numbers e.g. TN111111F are not valid
3. Temporary Tax Office numbers e.g. 12J3456 are not valid
4. Fields longer or shorter than 9 characters are not valid

A14 Leaving Date: Enter here the employee's date of leaving the employment. This field is mandatory.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML

Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

E.g.: If the employee leaves the employment on 20th November 2005, the date should be entered as 2005-11-20.

A15 Tax Code at Leaving Date: Enter here the employee's Tax Code as on the date of leaving the employment. This field is mandatory.

Please note the following when you enter the Tax Code.

1. It must be a minimum of 2 characters and a maximum of 7 in length, i.e. 451L.
2. A leading zero is only allowed with 0T.
3. The "week 1/month 1 indicator" should be included if applicable

Common reasons for failure are listed below:

1. K entered after number i.e. 123K. It should be K123
2. DO & OT should be entered as D0 & 0T (0 zero not O alpha)
3. Leading zeros - 00495L should be entered as 495L
4. Leading zeros after K - K00123 should be entered as K123
5. H codes i.e. 456H is no longer a valid tax code
6. W, X, WK1, /1 are examples of letters shown after a tax code to denote a week 1 basis i.e. 345LWK1. None of these are allowed.
7. NI is a payroll indicator. It is not a valid tax code.

A16 Pay Frequency (Month/Week): Enter here the employee's payment frequency i.e how frequently this employee was paid. If the employee is paid monthly, enter Month. If the employee is paid Weekly, 2 Weekly or 4 Weekly, enter Week. This field is mandatory.

A17 Week1/Month1 Indicator (Yes/No): If the employee is taxed on a week 1 or month 1 basis, then enter Yes (non-cumulative).
When a code is operated on a week 1 or month 1 basis it is non-cumulative, which means that the employee's 'cumulative' earnings in the year are ignored when calculating the tax; instead tax is calculated only on their earnings in the current pay period. In other words, every time the employee is paid, the tax is calculated as if it were the first pay period of the tax year.

If the employee is taxed on a cumulative basis, then enter No.

When a code is operated on a cumulative basis, the earnings of the employee in the tax year are added up and tax is calculated on the total cumulative earnings of the employee.

Please note that the indicator must be "week" or "month" if a Week 1 or Month 1 basis was in force when the employee left. It can only be present if the tax code at leaving is present.

A18 Last Period Number: Enter here the last pay period (week/month pay period number) in which the leaver's payroll was updated. If Week Month Type is set to "week", it must be in the range 01-54 or 56. If Week Month Type is set to "month", it must be in the range 01-12. This field is mandatory

A19 Total Pay: Enter here the total pay to date of the employee. Please enter whole numbers. Decimal values are not accepted. This field is mandatory

Please note the following when you enter monetary fields.

1. Do not enter leading zeros
2. Always include 2 decimal places. Whole pounds must include .00
3. Negative amounts are not allowed. Enter only positive amounts in the boxes.
4. Commas are not allowed.

A20 Total Tax: Enter here the total tax paid to date by the employee. This field is mandatory

Please note the following when you enter monetary fields.

1. Do not enter leading zeros
2. Always include 2 decimal places. Whole pounds must include .00
3. Negative amounts are not allowed. Enter only positive amounts in the boxes.
4. Commas are not allowed.