Supporting Document - P45 Part 1 Employee In Year Document

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

A1   Title : (Optional)
Enter here the title of the employee. E.g.: Mr, Mrs, Miss, Ms.

Please note,
1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, space, hyphen, full stop and apostrophe.
3. The length should not exceed 35 characters.

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

Please note,
1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, space, hyphen, full stop and apostrophe.
3. The length should not exceed 35 characters.

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

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

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

Please note,
1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, space, hyphen, full stop and apostrophe.
3. The length should not exceed 35 characters.

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

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

A4   Surname : (Mandatory)

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

Please note,
1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, space, hyphen and apostrophe.
3. The length should not exceed 35 characters.

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

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

A5   Address Line 1 :   (Optional)
Enter here the employee's address Line 1, if present.

Please note the following when you enter the address
1. A single address line can contain a maximum of 35 characters including spaces.
2. If Address details are present, then at least two lines must be entered i.e Address Line 1 and 2 must be entered.

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

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. _ underscore
3. \ Back slash

A6   Address Line 2 :   (Optional)
Enter here the employee's address line 2, if present.

Please note,
1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

A7   Address Line 3 :   (Optional)
Enter here the employee's address line 3, if present.

Please note,
1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

A8   Address Line 4 :   (Optional)
Enter here the employee's address line 4, if present.

Please note,
1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

A9   Postcode :   (Optional)
Enter here the postcode of the employee's address , if present .
e.g. EP1 3SO.

Please note ,
1. It must contain alphanumeric characters only. Space is allowed.
2. The length should not exceed 10 characters.

A10   Country :   (Optional)
Enter here the Country of the employee's address.

Please note ,
1. The length should not exceed 35 characters.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

A11   Works Number :   (Optional)
Enter here the employee's Works Number.

Please note,
1. The length should not exceed 35 characters.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

A12   NI Number :   (Optional)
Enter here the employee's National Insurance number (NINo). If the NI number is not known, leave it blank.

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

1. Characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes. Character 1 must not be D, F, I, Q, U, V or X.
2. Characters 3 - 8 must be numeric.
3. Character 9 must be alpha in the range A - D or a space.

For Example: Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) "AA123456A" or "BB123456 ".

A13   Date of Birth :   (Optional)
Enter here the date of birth of the employee.

Please note,
1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY   or   DD/MM/YY** format.
2. It must be today or earlier.

A14   Gender :   (Optional)
Enter here the employee's gender.

Please note,
1. If present, it must be entered as 'Male' or 'M' or 'Female' or 'F'.

A15   Leaving Date :   (Mandatory)
Enter here the employee's date of leaving the employment. This field is mandatory.

Please note,
1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format.
2. It must be in the current tax year or in the previous 6 tax years, i.e. cannot be earlier than 6 tax years .

A16   Tax Code at Leaving :   (Mandatory)
Enter here the employee's Tax Code at date of leaving the employment. This field is mandatory.

Please note,
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.

Common reasons for errors 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.

A17   Week1/Month1 Indicator (Yes/No) :   (Optional)
Enter here Week1/Month1 indicator, for employee's Tax code at Leaving.

If the employee's Tax code was operated on a week 1 or month 1 basis (non-cumulative),
then enter 'Yes' or 'Y'. Otherwise enter 'No' or 'N' or leave it blank, if the employee was
taxed on a cumulative basis.

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.

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.

Following columns are related to Last entries on P11 *Deductions Working Sheet.*

A18   Pay Frequency (Month/Week) :   (Optional)
Enter here the employee's payment frequency i.e how frequently your employee was paid.
Complete this field only if the Tax code at Leaving is cumulative.

Please note,
1. If the employee was paid monthly, enter 'Month' or 'M'.
2. If the employee was paid Weekly, 2 Weekly or 4 Weekly, enter 'Week' or 'W'.

A19   Last Period Number :   (Optional)
Enter here the last pay period number, i.e week or month number that the employee left
this employment.

Please note,
1. This field is mandatory if the employee's Tax code at Leaving was operated on a
cumulative basis.
2. If Pay Frequency is set to "month", last period number must be in the range 01-12.
3. If Pay Frequency is set to "week", last period number must be in the range 01-54 or 56.
4. 0 (Zero) is not allowed in this field.
5. The length should not exceed 2 digits.

A20   Total Pay to date :   (Optional)
Enter here the Total Pay to date of the employee. Complete this field only if the Tax code
at Leaving is cumulative.

Please note the following when you enter the amount:
1. It must be in pounds and pence.
2. It must be greater than or equal to zero. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
   e.g. the figure 1,234.00 is invalid.
It should be entered as 1234.00 without the comma.
4. It must be greater than or equal to Total Tax to date.

A21   Total Tax to date :   (Optional)
Enter here the Total Tax to date paid by the employee. Complete this field only if the Tax
code at Leaving is cumulative.

Please note the following when you enter the amount:
1. It must be in pounds and pence.
2. It must be greater than or equal to zero. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
   e.g. the figure 1,234.00 is invalid.
It should be entered as 1234.00 without the comma.

A22   Total Pay in this employment :   (Optional)
Enter here the Total Pay in this employment. Leave this field blank if the Tax code at
Leaving is cumulative and the amount is the same as A20 .

Please note the following when you enter the amount:
1. It must be in pounds and pence.
2. It must be greater than or equal to zero. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
   e.g. the figure 1,234.00 is invalid.
It should be entered as 1234.00 without the comma.
4. It must be greater than or equal to Total Tax in this employment.

A23   Total Tax in this employment :   (Optional)
Enter here the Total Tax in this employment. Leave this field blank if the Tax code at
Leaving is cumulative and the amount is the same as A21 .

Please note the following when you enter the amount:
1. It must be in pounds and pence.
2. It must be greater than or equal to zero. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
   e.g. the figure 1,234.00 is invalid.
4.It should be entered as 1234.00 without the comma.

A24   Student Loan Indicator (Yes) :   (Optional)
If the employee is making student loan payments, at the time of leaving the employment,
enter 'Yes' or 'Y'. Leave it blank, if not applicable.

A25   Deceased (Yes) :   (Optional)
If the employee is deceased , then enter 'Yes' or 'Y'.