Supporting Document - Form P45 Part3

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

B1 **Title:**Enter here the title of the employee. E.g.: Mr, Mrs, Miss, Ms.
Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 4 characters.

B2 **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 paranthesis
6. **/** Forward slash
7. **0** zero (in place of alphabet O)
8. 1 2 3 numbers
9. ***** asterisk
10.**?** question mark.

B3 **Second Forename:** Enter here the employee's second forename.

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 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 paranthesis
6. **/** Forward slash
7. **0** zero (in place of alphabet O)
8. 1 2 3 numbers
9. ***** asterisk
10.**?** question mark.

B4 **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.

Please note that the length should not exceed more than 35 characters.

Please note that the special characters listed below **must not be used** when you enter the 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. It is a grave accent. Please do not use this special character instead of an apostrophe. For example, 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.

B5 **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.

B6 **Address Line 2:** Enter here the employee's address

B7 **Address Line 3:** Enter here the employee's address

B8 **Address Line 4:** Enter here the employee's address

B9 **Postcode:** Enter here the postcode of the employee's address. Eg.EP1 3SO

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

B10 **Country:** Enter here the Country of the employee's address

B11 **Director Indicator (Yes/No):** If the employee is a Director enter Yes, otherwise enter No.

B12 **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.

B13 **NI Number:** 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 shown in the EOY schema i.e.

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

Other reasons for failure are listed below:

1. Invalid prefixes used which are 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
5. NOTKNOWN or NOT KNOWN are not valid entries

B14 **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.** The XML Schema Stipulation will only accept 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, enter the date as 2005-11-20.

B15 **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, 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 after number i.e. 123K - should be entered as K123
2. DO & OT should be 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 valid
6. W, X, WK1, /1 are examples of letters shown after the 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 code.

B16 **Pay Frequency (Month/Week)(Previous Employment):** Enter here the employee's payment frequency i.e how frequently this employee was paid. If the employee was paid monthly, enter Month. If the employee was paid Weekly, 2 Weekly or 4 Weekly, enter Week. This field is mandatory.

B17 **Week1/Month1 Indicator (Yes/No)(Previous Employment):** If the employee is taxed on a week 1 or month 1 basis, then enter Yes (non-cumulative).
When a tax 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 tax code is operated on a cumulative basis, the earnings of the employee in the tax year are summed up and tax is calculated on the total cumulative earnings of the employee.

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

B18 **Last Period Number:** Enter here the last pay period(week/month pay period number) which this employee's payroll was updated for. 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

B19 **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.
5. Commas are not allowed.

B20 **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.
5. Commas are not allowed.

B21 **Birth Date:** Enter here the date of birth of the employee. It must be a valid calendar date.
Please note that the date should be entered as **YYYY-MM-DD** 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's date of birth is on 15th November 1975, then enter the date as 1975-11-15.

Please note, the following when you enter the date of birth

1. Please enter the correct date. Only genuine dates are allowed - there is no 31st June, there are only 12 months in a year, etc.
2. Please do not enter future dates. Future dates will not be accepted.

B22 **Job Title:** Enter here the employee's job title in the new employment. Please note that the employee's Job title should not exceed more than 28 characters.

B23 **Start Date**(YYYY-MM-DD)**:** Enter here the date from which the employee started working for you (new employment). This field is mandatory.

Please note that the date should be entered as **YYYY-MM-DD**. The XML Schema Stipulation accepts only YYYY-MM-DD. DD-MM-YYYY will not be accepted.
E.g. : If the employee's employment start date was on 1st May 2005, enter the date as 2004-05-01.

B24 **Tax Code in Use:** Enter here the current Tax Code in use for the employee. 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, 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 after number i.e. 123K - should be entered as K123
2. DO & OT should be entered as D0 & 0T (0 zero not O alpha)
3. Leading zeros - 00495L should be 495L
4. Leading zeros after K - K00123 should be K123
5. H codes i.e. 456H is no longer valid
6. W, X, WK1, /1 are examples of letters shown after the 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 code.

B25 **Pay Frequency(Week/Month)(New Employment):**Enter here the employee's payment frequency i.e how frequently this employee is paid in the new employment. 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.

B26 **Week1/Month1 Indicator (Yes/No)(New Employment):** 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 summed 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.

B27 **Student Loan Indicator (Yes/No):** State whether student loan deductions have to be continued or not.

B28 **Previous Employer Tax Office Number:** Enter here the previous employer's Tax Office number. This field is mandatory.
Please note that
1. This must be the number of the Tax Office responsible for that employer's scheme
2. Leading zeros are allowed
3. 000 is invalid

B29 **Previous Employer Tax Office Reference:** Enter here the previous employer's Tax Office Reference. This field is mandatory.
Please note that
1. This must be the reference for that employer's scheme
2. The first character must be alpha/numeric