Supporting Document - Form P46

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

C1 **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.

C2 **Forename:** Enter here the employee's first name.
This field is mandatory

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. It 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

C3 **Second Forename:** Enter here the employee's Second Forename.

You should use only 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. It 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.

C4 **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 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 spaces 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, in the Surname the apostrophe must be entered as O'Connor, not as O`Connor
3. Leading space.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

C5 **Birth Date:** Enter here the date of birth of the employee. It must be a valid calendar date. This field is mandatory.
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 15th November 1975, you should 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 a future date. Future dates are not acceptable.

C6 **Gender (Female/Male):** Enter here the Gender of the employee.

C7 **Director Indicator(Yes/No):** If the employee is a Director enter Yes, otherwise enter No.

C8 **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 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 of the invalid characters as listed for Surname and Forename.
4. Please do not leave any line empty.

C9 **Address Line 2:** Enter here the employee's address

C10 **Address Line 3:** Enter here the employee's address

C11 **Address Line 4:** Enter here the employee's address

C12 **Postcode:** Enter here the Postcode of the employee's address e.g. EP1 3SO

C13 **Country:** Enter here the Country of the employee's address

C14 **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 accepted format as shown in the EOY schema i.e.

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

C15 **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.

C16 **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.

C17 **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 as the date format. DD-MM-YYYY will not be accepted.
E.g. : If the employee's employment start date is on 1st May 2005, you should enter the date as 2004-05-01.

C18 **Tax Code:** Enter here the Tax Code in use for the employee. This field is mandatory.

Please note the following when you enter the Tax Code.

1. The Tax Code 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 entered after the 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 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. These 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 Tax Code.

C19 **Pay Frequency (Month/Week):** Enter here the employee's payment frequency i.e. how frequently this employee is paid. If the employee is paid monthly, enter Month. If the employee is paid Weekly, 2 Weekly or 4 Weekly, enter Week.

C20 **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 summed up and tax is calculated on the total cumulative earnings of the employee.

C21 **Statement A (Yes/ No):** Enter Yes if this is the employee's first regular job since leaving full-time education and he/she has not claimed Jobseekers Allowance, or Income Support paid because of unemployment since then. If this is not the appropriate option enter No.

C22 **Statement B (Yes/No):** Enter Yes if this is the employee's only or main job. If this is not the appropriate option enter No.

C23 **Statement C (Yes/No):** Enter Yes if the employee receives a pension as well as the income from this job. If this is not the appropriate option enter No.