

<input type="checkbox"/> 1	Employer PAYE reference
	Office number Reference number
	<input type="text" value="548"/> / <input type="text" value="A548"/>
<input type="checkbox"/> 2	Employee's National Insurance number
	<input type="text" value="NH234733A"/>
<input type="checkbox"/> 3	Title – enter MR, MRS, MISS, MS or other title
	<input type="text" value="MR"/>
	Surname or family name
	<input type="text" value="REDFORT"/>
	First or given name(s)
	<input type="text" value="ROBERT SF"/>
<input type="checkbox"/> 4	Leaving date DD MM YYYY
	<input type="text" value="31"/> <input type="text" value="01"/> <input type="text" value="2024"/>

<input type="checkbox"/> 5	Student Loan deductions
	<input type="checkbox" value="X"/> Student Loan deductions to continue
<input type="checkbox"/> 6	Tax Code at leaving date
	<input type="text" value="1257L"/>
	If week 1 or month 1 applies, enter 'X' in the box
	Week 1/Month 1 <input type="checkbox" value="X"/>
<input type="checkbox"/> 7	Last entries on P11 Deductions Working Sheet.
	Complete only if Tax Code is cumulative. If there is an 'X' at box 6 there will be no entries here.
	Week number <input type="text"/> Month <input type="text"/>
	Total pay to date
	£ <input type="text"/> p
	Total tax to date
	£ <input type="text"/> p

To the employee

This form is important to you. Take good care of it and keep it safe. Copies are not available. Please keep Parts 2 and 3 of the form together and do not alter them in any way.

Going to a new job

Give Parts 2 and 3 of this form 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 HM Revenue & Customs (HMRC) office immediately with a letter saying so and giving the name and address of your new employer. HMRC can make special arrangements, but you may pay too much tax for a while as a result of this.

Going abroad

If you are going abroad or returning to a country outside the UK ask for form P85 Leaving the United Kingdom go to www.gov.uk/government/publications/income-tax-leavingthe-uk-getting-your-tax-right-p85

Becoming self-employed

You must register with HMRC within 3 months of becoming self-employed or you could incur a penalty. To register as newly self-employed, go to www.gov.uk/topic/business-tax/self-employed

Claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

Take this form to your Jobcentre Plus 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 or Employment and Support Allowance (ESA)

If you have paid tax and wish to claim a refund ask for form P50 Claiming tax back when you have stopped working from any HMRC office or Enquiry Centre.

Help

If you need more help, go to www.gov.uk/topic/personal-tax

To the new employer

Check this form, record the start date and report it to HMRC in the first Full Payment Submission for your employee. Prepare a Payroll record/Deductions Working Sheet. Follow the instructions at www.gov.uk/payroll-software