

File your employee's P45 online at www.hmrc.gov.uk

Use capital letters when completing this form

1 Employer PAYE reference
Office number Reference number
 /

2 Employee's National Insurance number

3 Title – enter MR, MRS, MISS, MS or other title

Surname or family name

First or given name(s)

4 Leaving date DD MM YYYY

5 Student Loan deductions
 Student Loan deductions to continue

6 Tax Code at leaving date

If week 1 or month 1 applies, enter 'X' in the box
Week 1/Month

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 Month

Total pay to date
£ p

Total tax to date
£ p

To the new employer Complete boxes 8 to 18 and send P45 Part 3 only to your HMRC office immediately.

8 New Employer PAYE reference
Office number Reference number
 /

9 Date new employment started DD MM YYYY

10 Works number/Payroll number and Department or branch
(if any)

11 Enter 'P' here if employee will not be paid by you
between the date employment began and the
next 5 April.

12 Enter Tax Code in use if different to the Tax Code at box 6.

If week 1 or month 1 applies, enter 'X' in the box
Week 1/Month

13 If the tax figure you are entering on P11 Deductions
Working Sheet differs from box 7 (see the E13 Employer
Helpbook Day-to-day payroll) please enter the
figure here.
£ p

14 New employee's job title or job

15 Employee's private address

Postcode

16 Gender. Enter 'X' in the appropriate box
Male Female

17 Date of birth DD MM YYYY

Declaration

18 I have prepared a P11 Deductions Working Sheet in
accordance with the details above.
Employer name and address

Postcode

Date DD MM YYYY