



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

Use capital letters when completing this form

1 Employer PAYE reference
Of ce 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 below.
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 number

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 of ce immediately.

8 New Employer PAYE reference
Of ce 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 dif erent to the Tax Code at box 6.

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

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

14 New employee's job title or job description

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*