



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 1 ☐

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

8 This employment pay and tax. If no entry here, the amounts are those shown at box 7.
Total pay in this employment
£ p
Total tax in this employment
£ p

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

10 Gender. Enter 'X' in the appropriate box
Male ☒ Female ☐

11 Date of birth *DD MM YYYY*

12 Employee's private address

Postcode

13 I certify that the details entered in items 1 to 11 on this form are correct.
Employer name and address

Postcode

Date *DD MM YYYY*

To the employee

The P45 is in three parts. Please keep this part (Part 1A) safe. Copies are not available. You might need the information in Part 1A to fill in a Tax Return if you are sent one.

Please read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form.

Tax credits

Tax credits are flexible. They adapt to changes in your life, such as leaving a job. If you need to let us know about a change in your income, phone **0845 300 3900**.

To the new employer

If your new employer gives you this Part 1A, please return it to them. Deal with Parts 2 and 3 as normal.