Inland Revenue

Details of employees leaving work Copy for Inland Revenue office

Office number

Part 1

Reference number

1	PAYE Reference					067 V30456				
2	Employee's National Ins	urance number		AB123	471C					
3	Surname (in CAPITALS)	PAMELA					(N	1r Mrs N	Miss Ms Other) Mrs	
	First name(s) (in CAPITALS)	ANDERSON								
4	Leaving date (in figures)	Day Month 26 05	N							
6	Tax Code at Leaving dat applies, write 'X' in the box marked	Week 1 or Month 1.	nth 1 basis		Code 1185	L		Week	1 or Month 1	
7	Last entries on Deduction Working Sheet (P11).	Week on the number		Month						
	Complete only if Tax Code is cumulative.		Totalı	oay to date	£	15708	00	р		
	Make no entry here if Week 1 or Mo applies. Go to item 8.	nth 1 basis	Total	tax to date	e <u>£</u>	3791	16	р		
8	This employment pay a	nd tax.	in this e	Total pa mploymer	,			р		
	No entry is needed if Tax Code is cu amounts are the same as item 7 ent	Total ta mploymer	_			р				
9	Works number/ Payroll number	E016			oartmer nch, if a	۸,	min			
11	Employee's private address and Postcode	338 Clyde Street Renfrewshire Glasgo PA3 2ST United King								
2	I certify that the details	entered above in i	tems 1 to	10 are corr	ect.					
	Employer's name, address and Postcode	Demo Employer Limited Network House Arundel Road Uxbridge Industrial Estate Uxibridge UB8 2RR UNITED KINGDOM								
	Date	29/05/2018								
То	the employer			Pleas	e comp	lete with car	e		For IR office use	

Complete this form following the 'What to do when an employee leaves' Inland Revenue office immediately. instructions in the Employer's Help Book, • Hand Parts 1A, 2 and 3 (unseparated) to 'Day-to-day payroll, E13'. your employee when he or she leaves. *Make sure the details are clear on all four parts of this form. If the employee has died, write 'D' in • this box and send all four parts of this Make sure your name and address is shown on Parts 1 and 1A. form (unseparated) to your inland Revenue office immediately. • Detach Part 1 and send it to your P45

Revenue Copy for employee Part 1A Office number Reference number **PAYE** Reference 067 V30456 **Employee's National Insurance number** AB123471C (Mr Mrs Miss Ms Other) Surname **PAMELA** Mrs First name(s) ANDERSON 5 Continue Student Loan 4 Leaving date Day Year N 2018 26 05 Deductions(Y) Code Week 1 or Month 1 6 Tax Code at Leaving date. 1185L 'X' in the box means Week 1 or Month 1 basis applies. Week Month 7 Last entries on Deductions Week or month number 16 Working Sheet (P11). If there is an 'X' at item 6, there will be no entries Total pay to date 15708 00 р here. Total tax to date 3791 16 р Total pay £ 8 This employment pay and tax. р in this employment If no entry here, the amounts are Total tax £ р those shown at item 7. in this employment Works number/ 10 Department or E016 Admin Payroll number branch, if any Employee's private 338 Clyde Street Renfrewshire Glasgow address and PA3 2ST United Kingdom Postcode Demo Employer Limited 12 Employer's Network House Arundel Road Uxbridge Industrial Estate name, address Uxibridge UB8 2RR UNITED KINGDOM and Postcode **Date** 29/05/2018

Details of employees leaving work

To the employee

Detach this part and keep it safe.

Inland

Copies are not available

This form is important to you. Take good care of it. You may need the information shown on Part 1A when completing any Tax Return you are sent at the end of the tax year.

Please also read the notes on Part 2 attached. Those notes give some important information about what you should do next and what to do with Parts 2 and 3.

To the new employer

If your new employee gives you this form please detach this part 1A and return it to them. Deal with Parts 2 and 3 normally.

Revenue

Details of employees leaving work Copy for new employer

P45 Part 2

			Office number Refe				eference number			
1	Previous PAYE Refere		067 V3			/30456				
2	Employee's National Ir	nsurance i		AB123471C						
3	Surname						(N	(Mr Mrs Miss Ms Other)		
		PAMELA					Mrs			
	First name(s)	ANDERS								
		Devi	Marath	Year						
4	Leaving date	26	Month 05	5 Contin			IN			
6	Tax Code at Leaving of		Code			Week	1 or Month 1			
	'X' in the box means Week 1 or M		1185L							
7	Last entries on Deduct	Week	or Week	Мо	onth					
•	Working Sheet (P11).			month num	mber 16					
	If there is an 'X' at item 6, there will be no entries			Total navita d	-4-					
	here.			Total pay to d	ate £ 1570		00 p			
				Total tax to d	ate f	3791	16	р		
					~	07 0 1	10	Р		

To the employee

This form is important to you. Take good care of it. Copies are not available. Keep Parts 2 and 3 of the form together and do not alter them.

Going to a new job

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

Going abroad

If you are going abroad or returning to a country outside the UK ask for Income Tax form for those Leaving the United Kingdom (form P85) from any Inland Revenue office or Enquiry Center.

Becoming self-employed

You must register with the Inland Revenue within 3 months, or you could incur a penalty. To Register, get a copy of Thinking of working for yourself (leaflet P/SE/1) from your Inland Revenue office or call 08459 154515.

Claiming Jobseeker's Allownace

Take this form to the Benefit 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

If you have paid tax and wish to claim a refund ask for Claim for income tax repayment (form P50) from any Inland Revenue office or Enquiry Center.

To the new employer

Check this form, complete items 8 to 17 in Part 3 and prepare a Deductions Working Sheet (form P11). Follow the instructions in the Employer's Help Book 'Day-to-day payroll, E13' for how to prepare a P11.

Detach Part 3 of this form and send it to your Inland Revenue office immediately.

Keep Part 2.

Inland			New employee details						P45			
	Revenue	2		For completion by new emp			nplo	yer		Part 3		
1	Previous PAYE Reference	- A				Office number		Reference number			er	
1	Employee's National Ins		or			067	471 <i>C</i>	V	3045	0		
2		surance num	Jei			AB1234	4/ IC		(N	۸r Mrs ۸	Niss Ms	Other)
3	urname PAMELA								(11		M	
	First name(s)	ANDERSON										
4	Date left previous employment	Day Mont	h '	Year 2018				ntinue Student an Deductions(Y)			N	
6	Tax Code at Leaving dat 'X' in the box means Week 1 or Mon					Code 1185	L			Week	1 or Mo	onth 1
7	Last entries on Deduction	ons		Week or	month number	Week 16		Month				
	Working Sheet (P11) If there is an 'X' at item 6, there will here.	be no entries		Total pay	to date	£		15708	00	р		
	TICL.			Total tax	to date	£		3791	16	р		
To t	Complete items 8 to 17 below and send this page of the form only to your Inland Revenue office immediately.											
			rorm o	only to your	iniand R		e OMICE number		alate Referenc		oer	
8	New PAYE Reference									C 1141111		
0	Date employment starte	od (in figures	١			Day	Мо	nth	Year			
9	• •	ed (III ligures)		rks/Payroll p	umbor							
10	Tick here if you want these details to be		VVOI		rks/Payroll number							
	shown on tax code notifications		Departr									
		branch if any			-	12 E	ntor co	do in			_	
11 Enter P if employee will no be p between date employment be						12 Enter code in use if different t						
	,	.	and next 5 April			code at item 6				б		
13	If the tax figure you are entering on P11 differs from item 7 above (see employer's Help Book 'Day-to-day payroll, E13') please enter your figure here											
14	Employee's											
	private address								Pos	stcod	e	
15	Employee's	Day Month	Year	16	5 Emplo	yee's						
	date of birth			job tit		le or						
description 17 Declaration I have prepared a Deductions Working Sheet (P11) in accordance wit								with	the d	etail	ς	
17	above.		cauci		gonect	(1 1 1 / 11	. accor	dance	VICIT	cric u	Ctuil	
	Employer											
	Address											
P4.	5				Р	ostcod	e			Date		