

File your employee's P45 online at [www.hmrc.gov.uk](http://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 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

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 below.  
Week 1/Month 1

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 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