HM Revenue & Customs

P45 Part 3
New employee details
For completion by new employer

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

067   /   V30456

2 Employee's National Insurance number

NY582307A

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

MR

Surname or family name

CRAIG

First or given name(s)

DANIEL

4 Leaving date   DD MM YYYY

01   05   2017

5 Student Loan deductions

☐ Student Loan deductions to continue

6 Tax Code at leaving date

1150L

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 2

Total pay to date

£   2982.00   p

Total tax to date

£   400.40   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 ☐

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

☐ ☐ ☐