



Use capital letters when filling in this form



1 Employer PAYE reference Office number Reference number <div>475 / BB00987</div>	5 Student Loan deductions <div><input type="checkbox"/> Student Loan deductions to continue</div>
2 Employee's National Insurance number <div>NY073630D</div>	6 Tax code at leaving date <div>1257L</div> <p>If week 1 or month 1 applies, enter 'X' in the box below.</p> <p>Week 1/month 1 <div>X</div></p>
3 Title - enter MR, MRS, MISS, MS or other title <div>MR</div> <p>Surname or family name</p> <div>HORLEY</div> <p>First name(s)</p> <div>S R</div>	7 Last entries on Payroll record/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 <div>09</div> Month number <div></div> Total pay to date <div>£</div> <div></div> <div>P</div> Total tax to date <div>£</div> <div></div> <div>P</div>
4 Leaving date DD MM YYYY <div>06 / 06 / 2021</div>	

To the new employer You will need these details to fill in your Full Payment Submission.

8 New employer PAYE reference Office number Reference number <div> / </div>	15 Employee's private address <div></div> Postcode <div></div>
9 Date new employment started DD MM YYYY <div> / / </div>	16 Gender. Enter 'X' in the appropriate box Male <input type="checkbox"/> Female <input type="checkbox"/>
10 Works number/Payroll number and Department or branch (if any) <div></div> <p>Enter 'P' here if employee will not be paid by you between the date employment began and the next 5 April. <input type="checkbox"/></p>	17 Date of birth DD MM YYYY <div> / / </div>
12 Enter tax code in use if different to the tax code at box 6 <div></div> If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <input type="checkbox"/>	18 I have prepared a Payroll record/Deductions Working Sheet in accordance with the details above. Employer name and address <div></div> Postcode <div></div> Date DD MM YYYY <div> / / </div>
13 If the tax figure you are entering on the Payroll record/Deductions Working Sheet differs from box 7 please enter the figure here. <div>£</div> <div></div> <div>P</div>	
14 New employee's job title or job description <div></div>	



1 Employer PAYE reference Office number Reference number <div>475 / BB00987</div>	5 Student Loan deductions <input type="checkbox"/> Student Loan deductions to continue
2 Employee's National Insurance number <div>NY073630D</div>	6 Tax code at leaving date <div>1257L</div> <p>If week 1 or month 1 applies, enter 'X' in the box below.</p> <p>Week 1/month 1 <input type="checkbox"/></p>
3 Title - enter MR, MRS, MISS, MS or other title <div>MR</div> <p>Surname or family name</p> <div>HORLEY</div> <p>First name(s)</p> <div>S R</div>	7 Last entries on the Payroll record/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 <div>09</div> Month number <input type="text"/> Total pay to date <div>£ <input type="text"/></div> <input type="text" value="P"/> Total tax to date <div>£ <input type="text"/></div> <input type="text" value="P"/>
4 Leaving date DD MM YYYY <div>06 06 2021</div>	

To the employee

This form is important to you. Take good care of it and keep it safe. Copies are not available. Please keep Parts 2 and 3 of the form together and do not alter them in any way.

Going to a new job

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

Going abroad

If you are going abroad or returning to a country outside the UK fill in form P85, 'Leaving the United Kingdom', go to www.gov.uk/government/publications/income-tax-leaving-the-uk-getting-your-tax-right-p85

Becoming self-employed

You must register with HMRC within 3 months of becoming self-employed or you could incur a penalty. To register as newly self-employed, go to www.gov.uk/topic/business-tax/self-employed

Claiming Jobseeker's Allowance or Employment and Support Allowance

Take this form to your Jobcentre Plus 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 or Employment and Support Allowance

If you have paid tax and wish to claim a refund, fill in form P50, 'Claiming tax back when you have stopped working', go to www.gov.uk/government/publications/income-tax-claiming-tax-back-when-you-have-stopped-working-p50

Help

If you need more help, go to www.gov.uk/topic/personal-tax

To the new employer

Check this form, record the start date and report it to HMRC in the First Full Payment Submission for your employee. Prepare a Payroll record/Deductions Working Sheet. Follow the instructions at www.gov.uk/payroll-software