



HM Revenue
& Customs

P45 Part 3
New employee details
For completion by new employer

Use capital letters when completing this form

1 Employer PAYE reference
Office number Reference number
190 / S1049R

2 Employee's National Insurance number
NP437579C

3 Title - enter MR, MRS, MISS, MS or other title
Mr.
Surname or family name
Leek
First name(s)
Kevin Richard

4 Leaving date DD MM YYYY
16 12 2022

5 Student Loan deductions
☐ Student Loan deductions to continue

6 Tax Code at leaving date
832L
If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/Month 1 ☒

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 Month number
Total pay to date
£ p
Total tax to date
£ p

To the new employer You will need these details to complete your Full Payment Submission

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 Payroll
record/Deductions Working Sheet differs from box 7 please
enter the figure here.
£ p
14 New employee's job title or job description

15 Employee's private address

Postcode

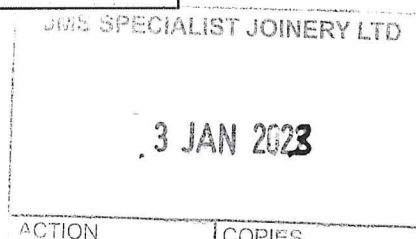
16 Gender. Enter 'X' in the appropriate box
Male ☐ Female ☐
17 Date of birth DD MM YYYY

Declaration

18 I have prepared a Payroll record/Deductions Working Sheet
in accordance with the details above.
Employer name and address

Postcode

Date DD MM YYYY





HM Revenue
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P45 Part 2

Details of employee leaving work

Copy for new employer

1 Employer PAYE reference
Office number Reference number
190 / S1049R

2 Employee's National Insurance number
NP437579C

3 Title - enter MR, MRS, MISS, MS or other title
Mr.
Surname or family name
Leek
First name(s)
Kevin Richard

4 Leaving date DD MM YYYY
16 12 2022

5 Student Loan deductions
☐ Student Loan deductions to continue

6 Tax Code at leaving date
832L
If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/Month 1 ☒

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 Month number
Total pay to date
£ p
Total tax to date
£ p

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 and 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 ask for 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 (ESA)

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 claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

If you have paid tax and wish to claim a refund fill in for 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

