



1	Employer PAYE reference
	Office number      Reference number
	064 / 1151
2	Employee's National Insurance number
	NS 56 81 17 A
3	Title - enter MR, MRS, MISS, MS or other title
	MR
	Surname or family name
	McCULLOCH
	First name(s)
	JASON DAVID
4	Leaving Date DD MM YYYY
	01 / 10 / 2019

5	Student Loan deductions
	<input type="checkbox"/> Student Loan deductions to continue
6	Tax code at leaving date
	1250L
	If week 1 or month 1 applies, enter 'X' in the box below.
	Week 1/month 1 <input type="checkbox"/>
7	Last entries on Payroll record/Deductions Working Sheet. <b>Complete only if tax code is cumulative.</b> If there is an 'X' at box 6 there will be no entries here.
	Week number <input type="text"/> Month number <input type="text" value="7"/>
	Total pay to date
	£ 10965.19 p
	Total tax to date
	£ 733.60 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 & 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](http://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](http://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 not claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

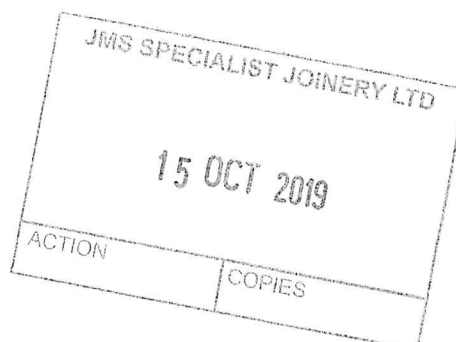
If you have paid tax and wish to claim a refund fill in form P50, 'Claiming tax back when you have stopped working', go to [www.gov.uk/government/publications/income-tax-claiming-tax-back-when-you-have-stopped-working-p50](http://www.gov.uk/government/publications/income-tax-claiming-tax-back-when-you-have-stopped-working-p50)

### Help

If you need more help, go to [www.gov.uk/topic/personal-tax](http://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](http://www.gov.uk/payroll-software)





Use capital letters when completing this form

**1** Employer PAYE reference  
Office number      Reference number  
064      /      I151

**2** Employee's National Insurance number  
NS 56 81 17 A

**3** Title - enter MR, MRS, MISS, MS or other title  
MR  
Surname or family name  
McCULLOCH  
First name(s)  
JASON DAVID

**4** Leaving Date DD MM YYYY  
01      10      2019

**5** Student Loan deductions  
☐ Student Loan deductions to continue

**6** Tax code at leaving date  
1250L  
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  
           

ACTION  
COPIES  
15 OCT 2019  
JMS SPECIMEN