P45 Part 3
New employee details
For completion by new employer

HM Revenue & Customs

Use capital letters when completing this form

1 Employer PAYE reference
Office number   Reference number

190 / **AA27779**

2 Employee's National Insurance number

JG489184A

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

Mr

Surname or family name

Reading Jones

First name(s)

Mark

4 Leaving date DD MM YYYY

05 **11** **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 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 **30**   Month number ☐

Total pay to date

£ **12663.75** p

Total tax to date

£ **1089.20** p

To the new employer

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 the 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

☐ ☐ ☐