



HM Revenue  
& Customs

**P45 Part 1A**  
**Details of employee leaving work**  
Copy for employee

<p><b>1</b> Employer PAYE reference Office number    Reference number</p> <p>875 / 1981770</p> <p><b>2</b> Employee's National Insurance number</p> <p>JG489184A</p> <p><b>3</b> Title - enter MR, MRS, MISS, MS or other title</p> <p>Surname or family name</p> <p>READING-JONES</p> <p>First name(s)</p> <p>MARK</p> <p><b>4</b> Leaving date DD MM YYYY</p> <p>18 05 2018</p>	<p><b>5</b> Student Loan deductions</p> <p><input type="checkbox"/> Student Loan deductions to continue</p> <p><b>6</b> Tax code at leaving date</p> <p>877L</p> <p>If week 1 or month 1 applies, enter 'X' in the box below.</p> <p>Week 1/month 1 <input type="checkbox"/></p> <p><b>7</b> 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.</p> <p>Week number 08    Month number <input type="text"/></p> <p>Total pay to date</p> <p>£ 2,893 .28 p</p> <p>Total tax to date</p> <p>£ 308 .40 p</p>
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<p><b>8</b> This employment pay and tax. If no entry here, the amounts are those shown at box 7.</p> <p>Total pay in this employment</p> <p>£ . p</p> <p>Total tax in this employment</p> <p>£ . p</p> <p><b>9</b> Works number/Payroll number and Department or branch (if any)</p> <p>REAM1</p> <p><b>10</b> Gender. Enter 'X' in the appropriate box</p> <p>Male <input checked="" type="checkbox"/>    Female <input type="checkbox"/></p> <p><b>11</b> Date of birth DD MM YYYY</p> <p>24 03 1989</p>	<p><b>12</b> Employee's private address</p> <p>173 Church Road, Nuneaton Warwickshire</p> <p>Postcode</p> <p>CV10 8LQ</p> <p><b>13</b> I certify that the details entered in items 1 to 11 on this form are correct. Employer name and address</p> <p>JMS Specialist Joinery Ltd Unit B, Bourne End Kineton Road, Southam Warks CV47 0NA</p> <p>Postcode</p> <p>CV47 0NA</p> <p>Date DD MM YYYY</p> <p>24 05 2018</p>
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**To the employee**

The P45 is in 3 parts. Please keep this part (Part 1A) safe. Copies are not available. You might need the information in Part 1A to fill in a tax return if you are sent one.

Please read the notes in Part 2 that accompany Part 1A. The notes give some important information about what you should do next and what you should do with Parts 2 and 3 of this form.

**P45(Laser-Sheet) Part 1A**

**Tax credits and Universal Credit**

Tax credits and Universal Credit are flexible. They adapt to changes in your life, such as leaving a job. If you need to let us know about a change in your income, phone **0345 300 3900**.

**To the new employer**

If your new employer gives you this Part 1A, return it to them. Check the information on Parts 2 and 3 of this form is correct and transfer the information onto the Payroll record/Deductions Working Sheet.

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<b>1</b> Employer PAYE reference Office number    Reference number  875    /    1981770	<b>5</b> Student Loan deductions  <input type="checkbox"/> Student Loan deductions to continue
<b>2</b> Employee's National Insurance number  JG489184A	<b>6</b> Tax code at leaving date  877L  If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <input type="checkbox"/>
<b>3</b> Title - enter MR, MRS, MISS, MS or other title   Surname or family name READING-JONES First name(s) MARK	<b>7</b> 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 08    Month number <input type="text"/>  Total pay to date £    2,893 .28    P  Total tax to date £    308 .40    P
<b>4</b> Leaving date DD MM YYYY  18    05    2018	

### To the employee

This form is important to you. Take good care of it and 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)  
Keep Part 2.



# HM Revenue & Customs

## P45 Part 3 New employee details For completion by new employer

Use capital letters when filling in this form

<p><b>1</b> Employer PAYE reference Office number    Reference number  875    /    1981770</p> <p><b>2</b> Employee's National Insurance number  JG489184A</p> <p><b>3</b> Title - enter MR, MRS, MISS, MS or other title  Surname or family name READING-JONES First name(s) MARK</p> <p><b>4</b> Leaving date DD MM YYYY  18    05    2018</p>	<p><b>5</b> Student Loan deductions  <input type="checkbox"/> Student Loan deductions to continue</p> <p><b>6</b> Tax code at leaving date  877L If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1    <input type="checkbox"/></p> <p><b>7</b> 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 08    Month number <input type="text"/></p> <p>Total pay to date £    2,893 .28    P</p> <p>Total tax to date £    308 .40    P</p>
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**To the new employer** You will need these details to complete your Full Payment Submission.

<p><b>8</b> New employer PAYE reference Office number    Reference number  <input type="text"/>    /    <input type="text"/></p> <p><b>9</b> Date new employment started DD MM YYYY  <input type="text"/>    <input type="text"/>    <input type="text"/></p> <p><b>10</b> Works number/Payroll number and Department or branch (if any)  <input type="text"/></p> <p><b>11</b> 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> <p><b>12</b> Enter tax code in use if different to the tax code at box 6.  <input type="text"/> If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1    <input type="checkbox"/></p> <p><b>13</b> If the tax figure you are entering on Payroll record/Deductions Working Sheet differs from box 7 please enter the figure here.  £    <input type="text"/>    P</p> <p><b>14</b> New employee's job title or job description  <input type="text"/></p>	<p><b>15</b> Employee's private address  <input type="text"/>  Postcode <input type="text"/></p> <p><b>16</b> Gender. Enter 'X' in the appropriate box Male    <input type="checkbox"/>    Female    <input type="checkbox"/></p> <p><b>17</b> Date of birth DD MM YYYY  <input type="text"/>    <input type="text"/>    <input type="text"/></p> <p><b>Declaration</b></p> <p><b>18</b> I have prepared a Payroll record/Deductions Working Sheet in accordance with the details above. Employer name and address  <input type="text"/>  Postcode <input type="text"/>  Date DD MM YYYY <input type="text"/></p>
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