HM Revenue & Customs

# PAYE - Notice to employer of employee's tax code

J2194500DA7MAA000000430900100138900O

REGISTERED SCHEME ADMINISTRATORS LI
UNIT 12
VENTURE WALES
MERTHYR TYDFIL INDUSTRIAL PARK
PENTREBACH
MERTHYR TYDFIL
CF48 4DR

**Issued by**
PAY AS YOU EARN
HM REVENUE AND CUSTOMS
BX9 1AS

**Employer PAYE reference** 120/AB67755

**Date** 4 APRIL 2019

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## Use this tax code for the tax year shown

**Employee's name**
MR JOHN RONALD GARVEY

**National Insurance number**
NB 67 77 79 A

**Works or payroll number**
JOHN GARVEY PENSION

**Tax code**
The code for this employee is
398T

**Please use this tax code for the tax year to 5 April**
2020

## Instructions for the employer

1 Keep this form, as your authority for 3 years.

2 Please make sure that you put the employee's National Insurance number on:
- your payroll records
- the end of year documents that you send in after 5 April

If the National Insurance number already on your records is different from the number shown above, please tell your HM Revenue & Customs (HMRC) office.

3 If the employee has left your employment, please destroy this form. **Do not send it back to HMRC.** Instead send the Full Payment Submission leaver statement to us, if you have not already done so.