



HM Revenue
& Customs

P45 Part 2
Details of employee leaving work
Copy for new employer

1 Employer PAYE reference
Office number Reference number
120 / HE34196

2 Employee's National Insurance number
YK 74 80 88 C

3 Title – enter MR, MRS, MISS, MS or other title
MRS
Surname or family name
SHIRLEY
First or given name(s)
OLWYN

4 Leaving date DD MM YYYY
27 09 2022

5 Student Loan deductions
☐ Student Loan deductions to continue

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

7 Last entries on P11 *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 7
Total pay to date
4500.00
Total tax to date
900.00

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 ask for form P85 *Leaving the United Kingdom* from any HMRC office or Enquiry Centre.

Becoming self-employed

You must register with HMRC within three months of becoming self-employed or you could incur a penalty. To register as newly self-employed see The Phone Book under HM Revenue & Customs or go to www.hmrc.gov.uk to get a copy of the booklet SE1 *Are you thinking of working for yourself?*

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 ask for form P50 *Claiming tax back when you have stopped working* from any HMRC office or Enquiry Centre.

Help

If you need further help you can contact any HMRC office or Enquiry Centre. You can find us in The Phone Book under HM Revenue & Customs or go to www.hmrc.gov.uk

To the new employer

Check this form and complete boxes 8 to 18 in Part 3 and prepare a form P11 *Deductions Working Sheet*.

Follow the instructions in the Employer Helpbook E13 *Day-to-day payroll*, for how to prepare a P11 *Deductions Working Sheet*. Send Part 3 of this form to your HMRC office immediately. Keep Part 2.



HM Revenue
& Customs

P45 Part 3
New employee details
For completion by new employer

File your employee's P45 online at www.hmrc.gov.uk

Use capital letters when completing this form

1 Employer PAYE reference
Office number Reference number
120 / HE34196

2 Employee's National Insurance number
YK 74 80 88 C

3 Title – enter MR, MRS, MISS, MS or other title
MRS
Surname or family name
SHIRLEY
First or given name(s)
OLWYN

4 Leaving date DD MM YYYY
27 09 2022

5 Student Loan deductions
☐ Student Loan deductions to continue

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

7 Last entries on P11 *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 7
Total pay to date 4500.00
Total tax to date 900.00

To the new employer Complete boxes 8 to 18 and send P45 Part 3 only to your HMRC office immediately.

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 P11 *Deductions Working Sheet* differs from box 7 (see the E13 *Employer Helpbook Day-to-day payroll*) please enter the figure here.

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 P11 *Deductions Working Sheet* in accordance with the details above.
Employer name and address

Postcode

Date DD MM YYYY