

**1** Employer PAYE reference  
Office number Reference number  
120 / SB03606

**2** Employee's National Insurance number  
WE172207A

**3** Title - enter MR, MRS, MISS, MS or other title  
Mr.  
Surname or family name  
Seal  
First name(s)  
Martin

**4** Leaving date DD MM YYYY  
06 04 2020

**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 5  
Total pay to date  
£ 0.00 p  
Total tax to date  
£ 0.00 p

**8** This employment pay and tax. If no entry here, the amounts are those shown at box 7.  
Total pay in this employment  
£ 0.00 p  
Total tax in this employment  
£ 0.00 p

**9** Works number/Payroll number and Department or branch (if any)  
89

**10** Gender. Enter 'X' in the appropriate box  
Male ☒ Female ☐

**11** Date of birth DD MM YYYY  
05 09 1958

**12** Employee's private address  
30 Calvert Close  
Coventry  
Warwickshire  
Postcode  
CV3 5PQ

**13** I certify that the details entered in items 1 to 11 on this form are correct.  
Employer name and address  
Cranfords  
International House  
Constance Street  
London  
Postcode  
E16 2DQ  
Date DD MM YYYY  
06 05 2020

**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.

**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 employee gives you this Part 1A, please 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.

<input type="checkbox"/> 1	Employer PAYE reference <i>Office number    Reference number</i> <div>120 / SB03606</div>
<input type="checkbox"/> 2	Employee's National Insurance number <div>WE172207A</div>
<input type="checkbox"/> 3	Title - enter MR, MRS, MISS, MS or other title <div>Mr.</div> Surname or family name <div>Seal</div> First name(s) <div>Martin</div>
<input type="checkbox"/> 4	Leaving date DD MM YYYY <div>06    04    2020</div>

<input type="checkbox"/> 5	Student Loan deductions <input type="checkbox"/> Student Loan deductions to continue
<input type="checkbox"/> 6	Tax Code at leaving date <div>1250L</div> If week 1 or month 1 applies, enter 'X' in the box below. Week 1/Month 1 <input type="checkbox"/>
<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 <div>5</div> Total pay to date <div>£    0.00    p</div> Total tax to date <div>£    0.00    p</div>

**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 and 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*, 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 claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)**

If you have paid tax and wish to claim a refund fill in for 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

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Office number      Reference number  

120

 / 

SB03606

**2** Employee's National Insurance number  

WE172207A

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

Mr.

  
Surname or family name  

Seal

  
First name(s)  

Martin

**4** Leaving date DD MM YYYY  

06

04

2020

**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 

5

  
Total pay to date  
£ 

0.00

 p  
Total tax to date  
£ 

0.00

 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