



HM Revenue
& Customs

Notice to employer of employee's tax code (or amended code) and previous pay and tax

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

PAY AS YOU EARN
HM REVENUE AND CUSTOMS
BX9 1AS

Employer PAYE
reference 120/AB67755

Date 6 APRIL 2020

Use this tax code for the tax year shown

Employee's name

MRS MARY LINDA BUCKLEY

National Insurance number

YL 76 04 64 B

Works or payroll number

40E84709E9B0EBA6

Tax code

This employee's tax code is changed to

K896

Use this tax code from the next payday for the year to 5 April

2021

Read the notes on the back of this form.

Use this tax code for the tax year shown

Previous pay

Previous tax

Instructions for the employer

This form is your authority, keep it for 3 years.

Directors - enter 'Director' in the 'Works or payroll number' space in your pay records.

More Help

If you need any more help you can:

- contact the HM Revenue and Customs (HMRC) office shown on the front of this form
- phone the Employer Helpline on 0300 200 3200 - open from 8am to 8pm, Monday to Friday and 8am to 4pm on Saturday

The table below points you in the right direction.

Query	Notes
National Insurance number	Make sure this is your employee's pay record. If the National Insurance number shown on the front page is different to the one you already have for this employee, contact your HMRC office.
Tax code with week 1 or month 1	Do not make any refunds with this type of tax code.
Tax code without week 1 or month 1	Refunds can be made with this type of tax code. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code D	With week 1 or month 1 do not make any refunds. Without week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code NT	With week 1 or month 1 do not deduct tax after you receive this form. Keep a record of your employee's pay. Do not make any refunds. Without week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code BR	With week 1 or month 1 do not make any refunds. Without week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Previous pay and previous tax	These must now be added to the totals in your employment.
K codes	Use the instructions in Employer Helpbook CWG2 'Employer Further Guide to PAYE & NICs'
S prefix	This means that the employee is a Scottish taxpayer and you should use the Scottish rates of income tax.
C prefix	This means that the employee is a Welsh taxpayer and you should use the Welsh rates of income tax.