



Section one To be completed by the employee

Your employer will need this information if you don't have a form P45 from your previous employer. Your employer may ask you to complete this form or provide the same information in another format. If you later receive your P45, hand it to your present employer. Use capital letters when completing this form.

Your details

National Insurance number

This is very important in getting your tax and benefits right

Grid for National Insurance number: 6 boxes for digits

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

Text box for title

Surname

Grid for Surname: 12 boxes for letters

First name(s)

Grid for First name(s): 18 boxes for letters

Gender. Enter 'X' in the appropriate box

Male  Female

Date of birth DD MM YYYY

Grid for Date of birth: 2 boxes for day, 2 for month, 4 for year

Address

House or flat number

Grid for House or flat number: 5 boxes for digits

Rest of address including house name or flat name

Grid for Rest of address: 12 boxes for letters

Postcode

Grid for Postcode: 7 boxes for digits and letters

Your present circumstances

Read all the following statements carefully and enter 'X' in the one box that applies to you.

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

OR

B - This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension.

OR

C - I have another job or receive a state or occupational pension.

Student Loans (advanced in the UK)

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (Do not enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

Signature and date

I confirm that this information is correct

Signature

Text box for signature

Date DD MM YYYY

Grid for Date: 2 boxes for day, 2 for month, 4 for year