

Send in on the first pay day for employees who

- do not have a form P45, or
- were previously paid below the PAYE threshold.

**Section 1 - to be completed by the EMPLOYEE**

Read each statement carefully. Tick **each one** that applies to you. **Only** sign this form if you have ticked one or more of the boxes for Statement A, Statement B or Statement C.

**Statement A**

This is my first regular job since leaving full-time education. I have not claimed Jobseekers Allowance, or income support paid because of unemployment since then.

**Statement B**

This is my only or main job.

**Statement C**

I receive a pension as well as the income from this job.

I confirm that I have ticked the statements that apply to me.

Signed

Date

 /  / 

**Section 2 - to be completed by the EMPLOYER**

Your Employer's Help Book *Day-to-day payroll, E13* tells you how to complete this form. See Part 4 under 'A new employee doesn't give you a form P45'

**Employee's details**

National Insurance number

Surname

Title ✓ Mr  Mrs  Miss  Ms   
Other

First name(s)   
(in full)

Address   
  
Postcode

Date of birth  /  /

Male/Female (enter M/F)

Works/payroll number, if any

Department/branch, if any

Job title

Date employment started  /  /

**Coding information**

Existing employee now above PAYE threshold (enter X if this applies)

New employee who has signed statement (enter the letter of the statement ticked)

New employee who has not signed a statement (tick box if this applies)

Code operated for this employee

Enter X in box if code operated on week 1/month 1 basis

**Employer's details**

Employer's PAYE reference

Name

Address   
  
  
Postcode

Date this form was completed  /  /

*Use this form to tell the Inland Revenue NICO  
about employees who*

- do not have a form P45, or*
- were previously paid below the PAYE threshold.*

**Section 2 - to be completed by the EMPLOYER**

**Employee's details**

National Insurance number

Surname

Title  Mr  Mrs  Miss  Ms   
Other

First name(s)   
*(in full)*

Address   
  
Postcode

Date of birth  /  /

Male/Female *(enter M/F)*

Works/payroll number, if any

Department/branch, if any

Job title

Date employment started  /  /

**Employer's details**

Employer's PAYE reference

Name

Address   
  
  
Postcode

Date this form was completed  /  /