



Details of employee leaving work

Copy for employee

	5 1 50/5 (Ohodonki ora dodoski ora
1	Employer PAYE reference	5	Student Loan deductions
	Office number Reference number		Student Loan deductions to continue
	951 / EXP9502		· · · · · · · · ·
	Employee's National Insurance number	6	Tax Code at leaving date
2			K24
	SN261262C		If week 1 or month 1 applies, enter 'X' in the box below.
3	Title - enter MR, MRS, MISS, MS or other title		Week 1/month 1
	MR	7	Last entries on Payroll record/Deductions Working Sheet.
	Surname or family name		Complete only if Tax Code is cumulative. If there is an $^{\prime}X^{\prime}$
	VISWANATHAN V		at box 6 there will be no entries here.
			Week number Month number 5
	First name(s)		
	KARTHIK		Total pay to date
			£ 12281.63 P
4	Leaving date DD MM YYYY		Total tax to date
	14 D6 2018		£ 2002.65 P
	This employment pay and tax. If no entry here, the amounts		Employee's private address
8	are those shown at box 7.	12	
	are those shown at box 7.		78 BLUE MILL PAPER MILL YARD
	Total pay in this employment		THE INVICE THE
	£		
	Total tax in this employment		
	£ P		Postcode
			NR1 2GG
9	Works number/Payroll number and Department or branch		
	(if any)	13	I certify that the details entered in items 1 to 11 on
	160658		this form are correct. Employer name and address
	[Default]		
	Gender. Enter 'X' in the appropriate box		TATA CONSULTANCY SERVICES LIMITED NORTHCLIFFE HOUSE 5TH FLOOR 2 DERRY
10	Gender. Enter A in the appropriate box		LONDON
	Male X Female		
11	Date of birth DD MM YYYY		Postcode
	p5 12 1982		W8 5TT
	- -		
			Date DD MM YYYY
			10 08 2018

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 Credits 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.

P45(Online) Part 1A HMRC 03/15





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	Office number Reference number	•	Student Loan deductions to continue
	951 / EXP9502		
2	Employee's National Insurance number	6	Tax Code at leaving date
	SN261262C		K24
		•	If week 1 or month 1 applies, enter 'X' in the box below.
3	Title - enter MR, MRS, MISS, MS or other title		Week 1/month 1
	MR	7	Last entries on Payroll record/Deductions Working Sheet.
	Surname or family name		Complete only if Tax Code is cumulative. If there is an 'X'
	VISWANATHAN V		at box 6 there will be no entries here.
	First name(s)		Week number Month number 5
	KARTHIK		Total pay to date
			£ 12281.63 P
4	Leaving date DD MM YYYY		Total tax to date
	14 2018		£ 2002.65 P

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

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 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 fill in form 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

Help

If you need more help, go to 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

P45(Online) Part 2 HMRC 04/08



P45 Part 3 New employee details

For completion by new employer

Use capital letters when completing this form						
1	Employer PAYE reference	5	Student Loan deductions			
	Office number Reference number	ٽ				
	951 / EXP9502		Student Loan deductions to continue			
		6	Tax Code at leaving date			
2	Employee's National Insurance number		K24			
	SN261262C		If week 1 or month 1 applies, enter 'X' in the box below.			
			Week 1/month 1			
3	Title - enter MR, MRS, MISS, MS or other title		Week I/IIIOIIII I			
	MR	7	Last entries on Payroll record/Deductions Working Sheet.			
	Surname or family name		Complete only if Tax Code is cumulative. If there is an 'X' at box 6 there will be no entries here.			
	VISWANATHAN V					
	First name(s)		Week number Month number 5			
	KARTHIK		Total pay to date			
			£ 12281.63 P			
4	Leaving date DD MM YYYY		Total tax to date			
	14 06 2018		£ 2002.65 P			
To the new employer You will need these details to complete your Full Payment Submission						
8	New employer PAYE reference	15	Employee's private address			
	Office number Reference number					
9	Date new employment started DD MM YYYY					
			Post Code			
10	Works number/Payroll number and Department or branch (if any)					
	(II ally)	16	Gender. Enter 'X' in the appropriate box			
			Male Female			
		17	Date of birth DD MM YYYY			
11	Enter 'P' here if employee will not be paid by you					
	between the date employment began and the next 5 April.					
		Decla				
12	Enter tax code in use if different to the tax code at box 6.	18	I have prepared a Payroll record/Deductions Working Sheet in accordance with the details above.			
			Employer name and address			
	If week 1 or month 1 applies, enter 'X' in the box below.		Employer frame and address			
	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					
			Postcode			
	£					
14	New employee's job title or job description		Date DD MM YYYY			

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