



HM Revenue
& Customs

P45 Part 1A

Details of employee leaving work

Copy for employee

1 Employer PAYE reference
Office number Reference number
065 / L16849

2 Employee's National Insurance number
JW 80 64 48 A

3 Title - enter MR, MRS, MISS, MS or other title
Miss.
Surname or family name
TOMLINSON
First or given name(s)
RHIANNA

4 Leaving date DD MM YYYY
16 11 2015

5 Student Loan deductions
☐ Student Loan deductions to continue

6 Tax Code at leaving date
1060L
If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/Month 1 ☐

7 Last entries on P11 *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
Total pay to date
£ p
Total tax to date
£ p

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

9 Works number/Payroll number and Department or branch (if any)
722

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

11 Date of birth DD MM YYYY
03 12 1992

12 Employee's private address
11 WESTHOLM
LETCWORTH
HERTFORDSHIRE
Postcode
SG6 4JB

13 I certify that the details entered in items 1 to 11 on this form are correct.
Employer name and address
LUSU
BOWLAND COLLEGE
LANCASTER UNIVERSITY
LANCASTER
Postcode
LA1 4YT
Date DD MM YYYY
25 11 2015

To the employee

The P45 is in three 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

Tax 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 0845 300 3900.

To the new employer

If your new employer gives you this Part 1A, please return it to them. Deal with Parts 2 and 3 as normal.



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TOMLINSON
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If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/Month 1 ☐

7 Last entries on P11 *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
Total pay to date
£ p
Total tax to date
£ 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 & 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* from any HMRC office or Enquiry Centre.

Becoming self-employed

You must register with HMRC within three months of becoming self-employed or you could incur a penalty. To register as newly self-employed see The Phone Book under HM Revenue & Customs or go to www.hmrc.gov.uk to get a copy of the booklet SE1 *Are you thinking of working for yourself?*

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 ask for form P50 *Claiming tax back when you have stopped working* from any HMRC office or Enquiry Centre.

Help

If you need further help you can contact any HMRC office or Enquiry Centre. You can find us in The Phone Book under HM Revenue & Customs or go to www.hmrc.gov.uk

To the new employer

Check this form and complete boxes 8 to 18 in Part 3 and prepare a form P11 *Deductions Working Sheet*. Follow the instructions in the Employer Helpbook *E13 Day-to-day payroll*, for how to prepare a P11 *Deductions Working Sheet*. Send Part 3 of this form to your HMRC office immediately. Keep Part 2.



HM Revenue
& Customs

P45 Part 3 New employee details

For completion by new employer

File your employee's P45 online at www.hmrc.gov.uk

1 Employer PAYE reference
Office number Reference number
 /

2 Employee's National Insurance number

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

Surname or family name

First or given name(s)

4 Leaving date DD MM YYYY

Use capital letters when completing this form

5 Student Loan deductions
☐ Student Loan deductions to continue

6 Tax Code at leaving date

If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/Month 1 ☐

7 Last entries on P11 *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
Total pay to date
£ p
Total tax to date
£ p

To the new employer Complete boxes 8 to 18 and send P45 Part 3 only to your HMRC office immediately.

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 P11 *Deductions Working Sheet* differs from box 7 (see the E13 *Employer Helpbook Day-to-day payroll*) 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 P11 *Deductions Working Sheet* in accordance with the details above.
Employer name and address

Postcode

Date DD MM YYYY



MEMORANDUM

TO:

FROM: IT Department

DATE:

QA has relationships with several vendors that allow us to make use of their software for the development and delivering of courses. QA also have a considerable amount of software that we have purchased for our internal system. It is essential that all staff consider these software limitations and abide by the following corporate policy:

- Software can be installed and used in the classroom environment for the purpose of training.
- Software can be installed and used on machines at work or home purely for the purpose of developing the persons product knowledge for the delivery of a training course and product support.
- Software can be installed onto machines at our customer sites for the purpose of delivering a booked training course. This must be removed at the end of the course.
- Software must not under any circumstances be given to non-QA employees unless permission has been obtained from the IT Director.
- Any software license keys must not be divulged to any non-QA employees unless permission has been obtained from the IT Director.

It is the responsibility for all technical staff to take care of any software and licenses under their control.

Please find attached copy of this memo which I would ask you to sign and return to the HR Department in Slough by.

Signed: .....

Date: 13/03/16