



Employee Details

Personal Details

| | | | | | | | | | | |
|----------------------|------------------------|------------------|---------------------------|--|-----|--|------|-------------------------------------|-------|--|
| Surname | TOMLINSON | Title | Mr | | Mrs | | Miss | <input checked="" type="checkbox"/> | Other | |
| Forenames | RHIANNA JAYNE | Known as | | | | | | | | |
| Current Address | 11 WESTHOLM | Date of birth | 03/12/1992 | | | | | | | |
| | LETCWORTH GARDEN CITY | NI number | JW806448A | | | | | | | |
| | HERTFORDSHIRE, SG6 4JB | Marital status | SINGLE | | | | | | | |
| Previous Address | | Nationality | BRITISH | | | | | | | |
| (If lived at current | | Car registration | CW03 FND | | | | | | | |
| address for less | | Driving Lic.No. | TOML1962032R J9TP | | | | | | | |
| than 12 months) | | | | | | | | | | |
| Home telephone | 01462 673007 | No.Points | 0 | | | | | | | |
| Mobile number | 07757650440 | Personal e-mail | RHIANNA JAYNEX3@GMAIL.COM | | | | | | | |

If you have been convicted of a criminal offence, please give details (offence, date and sentence) unless the conviction is considered 'spent' under the Rehabilitation of Offenders Act 1974 (for more information please speak to the HR Department)

Employment Details

Start date 07/03/2016 Department QA CONSULTING Location ANCHORAGE, MANCHESTER

Medical Details

| | | | |
|---------------|--|---|--|
| Doctor's name | | Telephone number | |
| Address | | Do you have any disabilities? | Yes <input checked="" type="checkbox"/> No |
| | | If yes, please specify (continue overleaf if necessary) | |
| | | | |
| | If you do not have these details to hand please ensure you have them in time for joining QA so you can add them to the HR System, Cascade. | | |

Bank Details

| | | | |
|--------------|-----------------------|----------------|--------------------------|
| Bank Name | THE CO-OPERATIVE BANK | Account number | 18099249 |
| Bank Address | 1 BALLOON STREET | Sort code | 089300 |
| | MANCHESTER | Account name | MISS RHIANNA J TOMLINSON |
| | M60 4EP | Account type | CURRENT |
| | | | |

HR Use Only

| | | | | | | | |
|-------------|--|------------|---|---------------|---|---------|--|
| Employee No | | Salary | £ | Car Allowance | £ | Pension | |
| Cost Centre | | Commission | £ | Bonus | £ | | |



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

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

Use capital letters when completing this form

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

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