# HM Revenue & Customs

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

Use capital letters when completing this form

**1** Employer PAYE reference

*Office number    Reference number*

581 / ZZ16455

**2** Employee's National Insurance number

SX528193B

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

MR

Surname or family name

HOSAINY

First name(s)

MOHAMMAD

**4** Leaving date *DD MM YYYY*

26  01  2026

**5** Student loan deductions

Enter 'Y' if Student Loan deduction is due to be made

**6** Tax Code at leaving date

1257L

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

**7** Last entries on Payroll *record/Deductions Working Sheet.*
Complete only if Tax Code is cumulative. Make no entry if week 1 or month 1 applies. go straight to box 8

Week number          Month number   10

Total pay to date

£  50181.50          p

Total tax to date

£  9595.86           p

**8** This employment pay and tax. Leave blank if the Tax Code is cumulative and the amounts are the same as 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]

021762, TECH

**10** Gender. Enter 'X' in the appropriate box

Male  X      Female

**11** Date of birth *DD MM YYYY*

24  05  1992

**12** Employee's private address

23 CHILTERN COURT
1 MARRI STREET

WATFORD

Postcode

WD24 5FZ

**13** I certify that the details entered in items 1 to 11 on this form are correct.

Employer name and address

THE INNOVATION GROUP (EMEA) LIMITED
BEMBRIDGE HOUSE 1300 PARKWAY
SOLENT BUSINESS PARK
FAREHAM

Postcode

PO15 7AE

Date *DD MM YYYY*

23  01  2026

**14** When an employee dies, enter the date of death in the field on the last Full Payment Submission.

## Instruction for the employer

- Complete this form following the 'What to do when an employee leaves' instructions in the Employer Helbook E13 *Day-to-day payroll.* Make sure the details are clear on all four parts of this form and that your name and address is shown on Parts 1 and 1 A.
- Send Part 1 to your HM Revenue & Customs office immediately.
- Hand Parts 1A, 2 and 3 to your employee when they leave.

**P45 Part 1A**
**Details of employee leaving work**
Copy for employee

# HM Revenue & Customs

| | | |
|---|---|---|
| 1 | Employer PAYE reference | |

*Office number    Reference number*

581  /  ZZ16455

2  Employee's National Insurance number

SX528193B

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

MR

Surname or family name

HOSAINY

First name(s)

MOHAMMAD

4  Leaving date *DD MM YYYY*

26  01  2026

5  Student loan deductions

Student Loan deductions to continue

6  Tax Code at leaving date

1257L

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

7  Last entries on Payroll *record/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   10

Total pay to date

£  50181.50        p

Total tax to date

£  9595.86        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]

021762, TECH

10  Gender. Enter 'X' in the appropriate box

Male  X      Female

11  Date of birth *DD MM YYYY*

24  05  1992

12  Employee's private address

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1 MARRI STREET

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Postcode

WD24 5FZ

13  I certify that the details entered in items 1 to 11 on this form are correct.

Employer name and address

THE INNOVATION GROUP (EMEA) LIMITED
BEMBRIDGE HOUSE 1300 PARKWAY
SOLENT BUSINESS PARK
FAREHAM

Postcode

PO15 7AE

Date *DD MM YYYY*

23  01  2026

## 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 Part1A 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 employee gives you this part 1A. please return it to them. Deal with Parts 2 and 3 as normal.

# HM Revenue & Customs

**P45 Part 2**
**Details of employee leaving work**
Copy for new employer

**1** Employer PAYE reference
*Office number   Reference number*
581 / ZZ16455

**2** Employee's National Insurance number
SX528193B

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

Surname or family name
HOSAINY

First name(s)
MOHAMMAD

**4** Leaving Date *DD MM YYYY*
26  01  2026

**5** Student loan deductions
Student Loan Deduction to continue

**6** Tax Code at leaving date
1257L

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

**7** Last entries on Payroll *record/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  10

Total pay to date
£  50181.50   p

Total tax to date
£  9595.86   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 Center

### 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 sekf-employed see The Phone Book under HM Revenue and Customs or go to www.hmrc.gov.uk to get a copy of the booklet SE1 *Are you thinking for yourself?*

### Claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

Take this form to your Jobcenter 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 Employement 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 Center.

## Help

If you need further help you can contact any HMRC office or Enquiry Center.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 *Deduction Working Sheet.*Send Part 3 of this form to your HMRC office immediately.Keep Part 2

**P45 Part 3**
**New employee details**
For completion by new employer

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Use capital letters when completing this form

| 1 | Employer PAYE reference |
| --- | --- |

*Office number*    *Reference number*

581 / ZZ16455

| 2 | Employee's National Insurance Number |
| --- | --- |

SX528193B

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

Surname or family name

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First name(s)

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| 4 | Leaving date *DD MM YYYY* |
| --- | --- |

26   01   2026

| 5 | Student loan deductions |
| --- | --- |

Student Loan Deduction to continue

| 6 | Tax Code at leaving date |
| --- | --- |

1257L

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

| 7 | Last entries on Payroll *record/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   10

Total pay to date

£ 50181.50   p

Total tax to date

£ 9595.86   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 the Payroll *record/Deductions Working Sheet* differs from box 7 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 Payroll *record/Deductions Working Sheet* in accordance with the details above. |
| --- | --- |

Employer name and address

Postcode

Date *DD MM YYYY*