

P45 Part 1A Details of employee leaving work

Copy for employee

2	Employer PAYE reference Office number Reference number 470	6	Student Loan deductions Student Loan deductions to continue Tax code at leaving date 1257L If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 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.
4	First name(s) OLIVER Leaving date DD MM YYYY 30 04 2025		Total pay to date 14364.88 p Total tax to date 4842.45 p
8	This employment pay and tax. If no entry here, the amounts are those shown at box 7. Total pay in this employment £ Dotal tax in this employment £	12	Employee's private address 7 Hendra Close Hendra Stithians Postcode
9	Works number/Payroll number and Department or branch (if any) 100128 Gender. Enter 'X' in the appropriate box Male X Female	13	I certify that the details entered in items 1 to 11 on this form are correct. Employer name and address Falcon House Charles Street Truro Cornwall
11	Date of birth DD MM YYYY 01 07 1977		Postcode TR1 2PH Date DD MM YYYY 28 04 2025

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.

P45(Online) Part 1A

Tax credits and Universal Credit

Tax credits and Universal Credit 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.

HMRC 03/15



P45 Part 2 Details of employee leaving work

Copy for new employer

1 Employer PAYE reference	5 Student Loan deductions
Office number Reference number 470 / UZ74532	Student Loan deductions to continue
2 Employee's National Insurance number JG 96 52 17 B	6 Tax code at leaving date 1257L If week 1 or month 1 applies, enter 'X' in the box below.
Title - enter MR, MRS, MISS, MS or other title	Week 1/month 1
MR Surname or family name SPOONER	The 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 1
First name(s) OLIVER	Total pay to date
4 Leaving date DD MM YYYY	£ 14364.88 p
30 04 2025	£ 4842.45 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 fill in 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 03/15



P45 Part 3 New employee details For completion by new employer

HMRC 03/15

Use ca	apital letters when completing this form		
1	Employer PAYE reference	5	Student Loan deductions
	Office number Reference number		Student Loan deductions to continue
	470 / UZ74532		Ciddon Esan deddsdone te sentinde
		6	Tax code at leaving date
2	Employee's National Insurance number		1257L
	JG 96 52 17 B		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'
	SPOONER		at box 6 there will be no entries here.
	First name(s)		Week number Month number 1
	OLIVER		
	0217211		Total pay to date
4	Leaving date DD MM YYYY		£ 14364.88 p
	30 04 2025		Total tax to date
			£ 4842.45 p
- "			5 H D
I O th	e new employer You will need these details to con	mplete	e your Full Payment Submission
	New employer PAYE reference	15	Employee's private address
	Office number Reference number		
9	Date new employment started DD MM YYYY		
			Postcode
10	Works number/Payroll number and Department or branch		
	(if any)	16	Gender. Enter 'X' in the appropriate box
			Male Female
		17	Date of birth DD MM YYYY
	Enter 'P' here if employee will not be paid by you between the date employment began and the		
	next 5 April.	D l	
12	Enter tax code in use if different to the tax code at box 6.		aration
12	Enter tax code in disc in different to the tax code at box 6.	18	I have prepared a Payroll record/Deductions Working Sheet in accordance with the details above.
	If we also do an arrange of a smaller a surface IVI in the above below.		Employer name and address
	If week 1 or month 1 applies, enter 'X' in the box below.		
	Week 1/month 1		
	If the tax figure you are entering on Payroll record/Deductions Working Sheet differs from box 7		
	please enter the figure here.		
			Postcode
	£		. 55.5545
14	New employee's job title or job description		Date DD MM VVVV
	spisyses a job and or job decoription		Date DD MM YYYY
P45(O	l nline) Part 3		HMRC 03/1