

Payslips and coding notices

Contacts

Please phone:

- the number printed on page TR 1 of your tax return
- the SA Helpline on **0845 9000 444**
- the SA Orderline on **0845 9000 404** for helpsheets

or go to

www.hmrc.gov.uk

This helpsheet tells you where to get information to help you:

- enter the correct pay and tax details in the *Employment* page of your tax return, and
- if you have decided to calculate your tax
 - enter figures in boxes A252 and A259 in the Working Sheet of the *Tax calculation summary notes*, and
 - fill in boxes 7 and 8 on page TC 1 of your *Tax calculation summary* pages.

Pay and tax details

You might have several documents which show pay and tax details for employments you had in the tax year. If you had more than one employment in the tax year you have to complete separate *Employment* pages for each – see the *Employment notes*. Documents you might have are:

- a form P60 *End of Year Certificate* if you were in employment on 5 April 2012 – see the example on page 2. Each employer for whom you worked on that date should give you a P60 by 31 May 2012
- a form P45 Part 1A *Details of employee leaving work* if you left any job during the year – see the example on page 3. Each time you leave a job your employer should give you three parts of a P45. You should have kept Part 1A and given Parts 2 and 3 to your next employer, if you started a new job in the tax year
- payslips. Most employers give employees payslips when their wage or salary is paid. These show details of pay and tax, sometimes just for the pay period, but often from the beginning of the tax year, or the start of the job. Although it is a good idea to keep these slips, the P60s and P45s should provide you with the information that you need for completing your tax return.

Employers are allowed to design their own form, as long as they agree it with us. But whatever the design, the information you need for your tax return will be shown on it somewhere. The P60 *End of Year Certificate* shown below is our standard design. It shows the information that you need to complete the *Employment* page of your tax return.

If there are any figures in these boxes, you will need to refer to forms P45 Part 1A (see page 3) before completing an *Employment* page for each previous job.

On the *Employment* page that applies to this P60, enter these figures in boxes 1 and 2.

Page 2


P45 Part 1A

You should have a P45 Part 1A for each job that you had during the year other than one for which you got a P60 (because you were in that employment on 5 April). A separate *Employment* page must be completed for each of your previous employments. P45s are the easiest way to find the figures for the *Employment* page for each of your previous employments.

P45 Part 1A looks like this

If there are no entries at item 8, copy these figures to boxes 1 and 2 on the *Employment* page that applies to this P45.

If there are entries at item 8, copy the figures to boxes 1 and 2 on the *Employment* page for this P45, and ignore any shown at item 7.

**HM Revenue
& Customs**

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

1	Employer PAYE reference Office number Reference number 1 2 3 / 4 5 6 7 8 9	5	Student Loan deductions <input type="checkbox"/> Student Loan deductions to continue
2	Employee's National Insurance number AB 1 2 3 4 5 6 C	6	Tax Code at leaving date 4 3 2 1
3	Title - enter MR, MRS, MISS, MS or other title MISS Surname or family name SMITH First or given name(s) ANNE	If week 1 or month 1 applies, enter 'X' in the box below. Week 1/Month 1 <input type="checkbox"/>	
4	Leaving date DD MM YYYY 31 01 2011	7	Last entries on P11 <i>Deductions Working Sheet</i> . Complete only if Tax Code is cumulative. If there is an 'X' at box 6 there will be no entries here. Week number 43 Month number
8 This employment pay and tax. If no entry here, the amounts are those shown at box 7. Total pay in this employment £ 21937.00 Total tax in this employment £ 3671.40		Total pay to date £ 21937.00 Total tax to date £ 3671.40	
9	Works number/Payroll number and Department or branch (if any)	12	Employee's private address 1 GREEN STREET ANYTOWN Postcode XY10 1YZ
10	Gender. Enter 'X' in the appropriate box Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	13	I certify that the details entered in items 1 to 11 on this form are correct. Employer name and address XYZ Limited 120 HIGH STREET ANYTOWN Postcode XY1 2PQ Date DD MM YYYY

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

P45(Manual) Part 1AHMRC 04/08

Payslips

It will probably be more difficult for you to find the right figures in your payslips than to use P60s and P45s. But payslips can be a useful way to check that the figures that you have used are the right ones.

Contacts

Please phone:

- the number printed on page TR 1 of your tax return
- the SA Helpline on **0845 9000 444**
- the SA Orderline on **0845 9000 404** for helpsheets

or go to

www.hmrc.gov.uk

Collecting tax unpaid for earlier years through your PAYE code for another year

You should have kept all the forms P2 *PAYE Coding Notice*, which you received from us. Your tax code for the tax return year may have been adjusted to collect tax unpaid in an earlier year. Similarly, your tax code for the year after the tax return year may have been adjusted to collect tax for that year. The latest coding notice for each tax year will show the amount of tax that is being collected in this way. If you are calculating your own tax, take the amount of these underpayments into account or your tax bill will be incorrect. You should therefore refer to:

- the last P2 you received for the tax return year
- the last P2 you have received for the year after the tax return year.

If you did not keep your last P2, or you have lost it, contact us.

The amount of any unpaid tax for an earlier tax year being collected through your tax coding for 2011–12 will be shown in the boxed section of your coding notice under the introduction ‘Here is how we worked it out’ together with a note for the ‘reduction to collect unpaid tax £xx.xx.’

If you calculate your tax, copy this unpaid tax figure to box A252 on the Working Sheet in the *Tax calculation summary notes* and to box 7 of the *Tax calculation summary* pages.

If your tax code for 2011–12 was changed during the tax year and the new tax code was lower than the previous tax code your employer or pension provider was operating, the new code would probably have been operated on a special basis to ensure any additional tax due was not collected all in one go on your next payday.

If this was the case, any additional tax owing would have been identified by a ‘Special note’ on your PAYE Coding Notice.

Usually the amount of the extra tax due will be collected through your balancing payment that is calculated when your tax return for the year is processed. In this case, you do not need to include this figure on your tax return.

If, exceptionally, you requested that any unpaid tax be collected by way of an adjustment to your tax code for the following tax year and you calculate your tax, copy the unpaid tax figure to box A259 on the Working Sheet in the *Tax calculation summary notes* and to box 8 of the *Tax calculation summary* pages.

These notes are for guidance only and reflect the position at the time of writing. They do not affect any rights of appeal. Any subsequent amendments to these notes can be found at www.hmrc.gov.uk