



Inland
Revenue

Details of employee leaving work
Copy for new employer

P45
Part 2

1 Previous PAYE Reference

Office number

131

Reference number

V30

2 Employee's National Insurance number

AB 12 34 56 C

(Mr Mrs Miss Ms Other)

3 Surname

JOHNSON

MR

First name(s)

PETER ANDREW

4 Leaving date

Day **12** Month **5** Year **2006**

5 Continue Student
Loan Deductions(Y)

6 Tax Code at leaving date. 'X' in the box means
Week 1 or Month 1 basis applies.

Code
462L

7 Last entries on
Deductions
Working Sheet (P11)
If there is an 'X' at item 6,
there will be no entries here.

Week or
month number

6

Total pay to date

£ **1765 50** p

Total tax to date

£ **241 88** p

To the employee

This form is important to you. Take good care of it. Copies are not available. Keep Parts 2 and 3 of the form together and do not alter them.

Going to a new job

Give this form (Parts 2 and 3) 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 Inland Revenue office immediately with a letter saying so and giving the name and address of your new employer. The Inland Revenue office can make special arrangements, but you may pay too much tax for a while as a result.

Going abroad

If you are going abroad or returning to a country outside the UK ask for *Income Tax form for those Leaving the United Kingdom* (form P85) from any Inland Revenue office or Enquiry Centre.

Becoming self-employed

You must register with the Inland Revenue within 3 months, or you could incur a penalty. To register, get a copy of *Thinking of working for yourself* (leaflet P/SE/1) from your Inland Revenue office or call 08459 154515.

Claiming Jobseeker's Allowance

Take this form to the Benefit 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**

If you have paid tax and wish to claim a refund ask for *Claim for income tax repayment* (form P50) from any Inland Revenue office or Enquiry Centre.

To the new employer

Check this form, complete items 8 to 17 in Part 3 and prepare a *Deductions Working Sheet* (form P11). Follow the instructions in the Employer's Help Book 'Day-to-day payroll, E13' for how to prepare a P11.

Detach Part 3 of this form and send it to your Inland Revenue office immediately. Keep Part 2.