

Send in on the first pay day for employees who

- do not have a form P45, or
- were previously paid below the PAYE threshold.

**Section 1 - to be completed by the EMPLOYEE**

Read each statement carefully. Tick **each one** that applies to you. **Only** sign this form if you have ticked one or more of the boxes for Statement A, Statement B or Statement C.

**Statement A**

This is my first regular job since leaving full-time education. I have not claimed Jobseeker's Allowance, or Income Support paid because of unemployment since then.

**Statement B**

This is my only or main job.

**Statement C**

I receive a pension as well as the income from this job.

I confirm that I have ticked the statements that apply to me.

Signed

Date  /  /

**Section 2 - to be completed by the EMPLOYER**

Your Employer's Help Book *Day-to-day payroll, E13* tells you how to complete this form. See Part 4 under 'A new employee doesn't give you a form P45'

**Employee's details**

National Insurance number

Surname

Title ✓ Mr  Mrs  Miss  Ms   
Other

First name(s)   
*(in full)*

Address   
  
Postcode

Date of birth  /  /

Male/Female *(enter M/F)*

Works/payroll number, if any

Department/branch, if any

Job title

Date employment started  /  /

**Coding information**

Existing employee now above PAYE threshold   
*(enter X if this applies)*

New employee who has signed statement   
*(enter the letter of the statement ticked)*

New employee who has not signed a statement   
*(tick box if this applies)*

Code operated for this employee

Enter X in box if code operated on week 1/month 1 basis

**Employer's details**

Employer's PAYE reference

Name

Address   
  
  
Postcode

Date this form was completed  /  /