



Section one To be completed by the employee

Please complete section one and then hand the form back to your present employer. If you later receive a form P45 from your previous employer, hand it to your present employer. Use capital letters when completing this form.

Your details

National Insurance number

This is very important in getting your tax and benefits right

Grid for National Insurance number: 9 boxes

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

Text box for title

Surname or family name

Grid for surname: 3 rows of 10 boxes each

First or given name(s)

Grid for first name: 3 rows of 10 boxes each

Gender. Enter 'X' in the appropriate box

Male Female

Date of birth DD MM YYYY

Grid for date of birth: 2 boxes for DD, 2 for MM, 4 for YYYY

Address

House or flat number

Grid for house/flat number: 5 boxes

Rest of address including house name or flat name

Grid for rest of address: 5 rows of 10 boxes each

Postcode

Grid for postcode: 2 boxes for first part, 4 for second part

Your present circumstances

Read all the following statements carefully and enter 'X' in the one box that applies to you.

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.

Grid for option A: 2 boxes

OR

B - This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.

Grid for option B: 2 boxes

OR

C - I have another job or receive a state or occupational pension.

Grid for option C: 2 boxes

Student Loans

If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (If you are required to repay your Student Loan through your bank or building society account do not enter an 'X' in box D.)

Grid for student loan: 2 boxes

Signature and date

I can confirm that this information is correct

Signature

Text box for signature

Date DD MM YYYY

Grid for date: 2 boxes for DD, 2 for MM, 4 for YYYY

