



Section one To be completed by the employee

Your employer will need this information if you don't have a form P45 from your previous employer. Your employer may ask you to complete this form or provide the same information in another format. If you later receive your P45, 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: 6 boxes for digits

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

Text box for title

Surname

Grid for Surname: 3 rows of boxes for letters

First name(s)

Grid for First name(s): 3 rows of boxes for letters

Gender. Enter 'X' in the appropriate box

Male  Female

Date of birth DD MM YYYY

Grid for Date of birth: 2 boxes for day, 2 for month, 4 for year

Address

House or flat number

Grid for House or flat number: 6 boxes for digits

Rest of address including house name or flat name

Grid for Rest of address: 4 rows of boxes for letters

Postcode

Grid for Postcode: 2 boxes for digits, 3 for letters, 3 for digits

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, Employment and Support Allowance or taxable Incapacity Benefit or a state or occupational pension.

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

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

Student Loans (advanced in the UK)

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. (Do not enter 'X' in box D if you are repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account.)

Signature and date

I confirm that this information is correct

Signature

Text box for signature

Date DD MM YYYY

Grid for Date: 2 boxes for day, 2 for month, 4 for year (pre-filled with 20)

**Section two** To be completed by the employer

Almost all employers must file employee starter information online at [www.hmrc.gov.uk/online](http://www.hmrc.gov.uk/online)  
 Guidance for employers who must file online can be found at [www.businesslink.gov.uk/payingnewemployees](http://www.businesslink.gov.uk/payingnewemployees)

Employers exempt from filing online should send this form to their HM Revenue & Customs office on the first payday. Guidance can be found in the E13 *Employer Helpbook Day to day payroll*.

**Employee's details**

Date employment started *DDMMYYYY*

Works/payroll number and department or branch (if any)

Job title  
 T E M P

**Employer's details**

Employer PAYE reference  
*Office number Reference number*  
 5 8 1 / F A 1 6 9 1 0

Address  
 Building number  
 2 7 5

Rest of address  
 O L D C O U R T H O U S E  
 H I G H S T R E E T    
 D O R K I N G      
 S U R R E Y

Employer name  
 J A D E            
 R E C R U I T M E N T    
 L T D

Postcode  
 R H 4   1 Y B

**Tax code used**  
 If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to [www.businesslink.gov.uk/payeratesandthresholds](http://www.businesslink.gov.uk/payeratesandthresholds)

Enter 'X' in the appropriate box

Box A  
 Emergency code on a cumulative basis

Box B  
 Emergency code on a non-cumulative  
 Week 1/Month 1 basis

Box C  
 Code BR unless employee fails to  
 complete section one then code OT  
 Week 1/Month 1 basis

Tax code used

If Week 1 or  
 Month 1 applies,  
 enter 'X' in this box

For employees who complete Box A or Box B starter notification is not needed until their earnings reach the NICs lower earnings limit.