



1 Employer PAYE reference
Office number Reference number
123 / AA12345

2 Employee's National Insurance number
AA123456A

3 Title - enter MR, MRS, MISS, MS or other title
Mrs
Surname of family name
Sunshine
First name(s)
Happy

4 Leaving date DD MM YYYY
23 / 04 / 2021

5 Student Loan deductions
 Student Loan deductions to continue

6 Tax code at leaving date
1257L
If week 1 or month 1 applies, enter 'X' in the box below.
Week 1/month 1

7 Last entries on Payroll record/Deductions Working Sheet.
Complete only if tax code is cumulative. If there is an 'X' at box 6 there will be no entries here.
Week number 3 Month number

Total pay to date
£ 6000.00 p

Total tax to date
£ 1674.60 p

8 This employment pay and tax. If no entry here, the amounts are those shown at box 7.
Total pay in this employment
£ p

Total tax in this employment
£ p

9 Works number/Payroll number and Department or branch (if any)

10 Gender. Enter 'X' in the appropriate box
Male Female

11 Date of birth DD MM YYYY
24 / 08 / 1982

12 Employee's private address
Any Street
Any City

Postcode
AC20 5TH

13 I certify that the details entered in items 1 to 11 on this form are correct.
Employer name and address
Company GHI
Any Street
Any City

Postcode
AC20 5TH
Date DD MM YYYY
24 / 01 / 2022

To the employee
The P45 is in 3 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 and Universal Credit
Tax credits and Universal Credit 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 0345 300 3900.
To the new employer
If your new employer gives you this Part 1A, please return it to them. Check the information on Parts 2 and 3 of this form is correct and transfer the information onto the Payroll record/Deductions Working Sheet.

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Jennifer Knust, Tommy Wasserman

P45 Form Example:

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