









Use capital letters when completing this form

<p><b>1</b> Employer PAYE reference Office number Reference number □□□ / □□□□□□□□□□</p>	<p><b>5</b> Student Loan deductions <input type="checkbox"/> Student Loan deductions to continue</p>
<p><b>2</b> Employee's National Insurance number □□ □□ □□ □□ □□ □</p>	<p><b>6</b> Tax code at leaving date □ □□□□□□□□□ If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <input type="checkbox"/></p>
<p><b>3</b> Title - enter MR, MRS, MISS, MS or other title □□□□□□□□□□ Surname or family name □□□□□□□□□□ First name(s) □□□□□□□□□□</p>	<p><b>7</b> Last entries on the Payroll record/Deductions Working Sheet. <b>Complete only if tax code is cumulative.</b> If there is an 'X' at box 6, there will be no entries here. Week number □□ Month number □□ Total pay to date £ □□□□□□□□□□ . □□</p>
<p><b>4</b> Leaving date DD MM YYYY □□ □□ □□□□</p>	<p>Total tax to date £ □□□□□□□□□□ . □□</p>

**To the new employer** You will need these details to complete your Full Payment Submission.

<p><b>8</b> New employer PAYE reference Office number Reference number □□□ / □□□□□□□□□□</p>	<p><b>15</b> Employee's private address □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□</p>
<p><b>9</b> Date new employment started DD MM YYYY □□ □□ □□□□</p>	<p>Postcode □□□□ □□□□</p>
<p><b>10</b> Works number/Payroll number and Department or branch (if any) □□□□□□□□□□ □□□□□□□□□□</p>	<p><b>16</b> Gender. Enter 'X' in the appropriate box Male <input type="checkbox"/> Female <input type="checkbox"/></p>
<p><b>11</b> Enter 'P' here if employee will not be paid by you between the date employment began and the next 5 April <input type="checkbox"/></p>	<p><b>17</b> Date of birth DD MM YYYY □□ □□ □□□□</p>
<p><b>12</b> Enter tax code in use if different to the tax code at box 6 □ □□□□□□□□□ If week 1 or month 1 applies, enter 'X' in the box below. Week 1/Month 1 <input type="checkbox"/></p>	<p><b>Declaration</b></p>
<p><b>13</b> If the tax figure you are entering on the Payroll record/Deductions Working Sheet differs from box 7 please enter the figure here £ □□□□□□□□□□ . □□</p>	<p><b>18</b> I have prepared a Payroll record/Deductions Working Sheet in accordance with the details above. Employer name and address □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□</p>
<p><b>14</b> New employee's job title or job description □□□□□□□□□□</p>	<p>Postcode □□□□ □□□□ Date DD MM YYYY □□ □□ □□□□</p>