

P46: EMPLOYEE WITHOUT A FORM P45

Section one To be completed by the employee

Please ensure you complete the form in full and fax the form back to the Hays Service Centre. If you later receive a form P45 from your previous employer, please **post it** to the Hays Service Centre. Please note P45's cannot be faxed. Hays require the original form.

Use capital letters when completing this form.

Your details

National Insurance number
This is very important in getting your tax and benefits right

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Date of birth DD MM YYYY
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Title - enter MR, MRS, MISS, MS or other title
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Address
House or flat number
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Surname or family name
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Rest of address including house name or flat name
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First or given name(s)
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Postcode
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Gender. Enter 'X' in the appropriate box
Male Female

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.

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.

OR

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

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.)

Signature and date

I can confirm that this information is correct.

Signature
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Date DD MM YYYY
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When completed please fax to Hays on
0845 604 4524
Alternatively, post to
Hays Specialist Recruitment Limited,
Hays House, 40-44 Coombe Road,
New Malden, Surrey, KT3 4QF
www.hays.co.uk

