

PLEASE TYPE OR USE CAPITAL LETTERS WHEN COMPLETING THIS FORM.
ALL FIELDS ARE MANDATORY – If you have any queries please call 01962 856990

Employment Details – To be completed the Employer

Employer Name <input type="text"/>	Rate of Pay £ <input type="text"/> per <input type="text"/>
Normal hours and days worked per week	Date employment started (DD MM YYYY)
Up to 15.99 hours <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
16.00 – 23.99 hours <input type="checkbox"/>	
24.00 – 29.99 hours <input type="checkbox"/>	Is the Employee a Director?
30.00 hours or more <input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No
Other <input type="checkbox"/>	If YES since (DD MM YYYY)
Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> No regular days <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Employee's personal details

Title – enter Mr, Mrs, Miss, Ms, Dr or other title <input type="text"/>	Address
Surname <input type="text"/>	<input type="text"/>
First name(s) <input type="text"/>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Date of birth (DD MM YYYY)	Postcode
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Sex <input type="radio"/> Male <input type="radio"/> Female	Email Address
National Insurance Number	<input type="text"/>
<i>Example Format: AB 12 34 56 C</i>	Payslip Password Your payslip may be emailed to you. If you would like a password to open the payslip please enter this here.
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Passport number	Bank details
<i>This is only necessary if you do not enter your National Insurance Number above or are not currently UK Resident</i>	Bank <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Branch <input type="text"/>
	Sort Code <input type="text"/>
	Account No <input type="text"/>

If you have form P45 from your previous employer hand this form together with parts 2 and 3 only of the form P45 to your present employer.

If you do not have a form P45 from your previous employer please complete overleaf

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This side is to be completed in the absence of a form P45 from your previous employer. If you receive form P45 from your previous employer at a later date please hand it to your present employer & ask them to forward it to Tax Innovations Limited

Employee statement**Your present circumstances**

You need to select only **ONE** of the following statements A, B or C

- A**
This is my first job since last 06 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.
- B**
This is now my only job, but since 06 April I have had another job, or have received taxable Jobseekers 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.

UK Student Loans

I Have a UK Student Loan which is not fully repaid & I left a course of UK higher education before last 6 April and I received my first UK Student Loan instalment on or after 01 September 1998.

- Yes No

Select "No" if you are repaying your Student Loan direct to the Students Loan Company by agreed monthly payments.

Please type your name here or sign after you have printed the form

Full Name

Date (DD MM YY)

 Working from abroad

Only complete this section if you have been seconded to work in the United Kingdom (UK) from abroad. Read all the following statements carefully and enter 'X' in **the one** that applies to you.

- A**
I intend to live in the UK for more than six months.
- B**
I intend to live in the UK for less than six months.
- C**
I will be working for the employer both inside and outside the UK but will be living abroad.

Enter 'X' if you are a European Economic Area citizen

Employers – If your employee has given you part 1A of their form P45 then this should be returned to them for their personal records.

THIS FORM MUST BE COMPLETED IN FULL TO BE ACCEPTED

Please send this form, together with parts 2 and 3 of form P45 from the previous employer, if supplied, to Tax Innovations Ltd

By email: sally.nichols@taxinnovations.com

By post: Tax Innovations Ltd
Innovations House
19 Staple Gardens
Winchester
Hampshire
SO23 8SR