

New Payee Tax Form

Payroll Services (Clergy Team), Church House, Great Smith St., London SW1P 3AZ

Tel: 020 7898 1000 Fax: 020 7898 1769 Email: clergy.payments@c-of-e.org.uk

1. Why we have given you this form

The Church Commissioners have to let the tax office know we are paying you. We also have to work out what PAYE code to use. This form will help us to do so.

2. How to complete this form

Please complete your details in the space provided below under the heading "your details". If you have been given Parts 2 and 3 of any form P45 by a former employer, please attach them to this form. If you later receive such a P45, please send it to us immediately.

3. Your details

National Insurance no:	<input type="text"/>	Date of birth:	<input type="text"/>
Title:	<input type="text"/>	Surname:	<input type="text"/>
Gender:	<input type="text"/>	Christian names:	<input type="text"/>
New address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>

4. Your present circumstances

Please read all the following statements carefully and tick the one that applies to you.

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|---|---|--------------------------|
| A This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Employment & Support Allowance or a state or occupational pension | A | <input type="checkbox"/> |
| B This is now my only job or pension, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Employment & Support Allowance. I do not receive a state or occupational pension. | B | <input type="checkbox"/> |
| C I have another job or receive a state or occupational pension. | C | <input type="checkbox"/> |

5. 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

D	<input type="checkbox"/>
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6. Your confirmation

I can confirm that this information is correct.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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7. What to do next

Please return this form to the Church Commissioners, Payroll Services (Clergy Team), Church House, Great Smith Street, London SW1P 3AZ