

# P46 FAQs

## When should I Submit a P46?

You can submit a P46 for the following reasons:-

- you are awaiting your P45 from your previous employer
- your P45 from your previous employer has been lost
- this is your first job
- you are continuing with another job as well as working for Reed

## How do I submit a P46?

You can submit a P46 form by logging on to OnTime and navigating to the 'Other Options' section. Select the 'Submit P46 Details' option and then tick the relevant option. You must remember to enter your password before clicking 'submit' or the P46 form will not be processed.

## How does a P46 change my tax code?

The P46 form requires you to select an option based on your circumstances:-

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.

Option D on the P46 should only be selected if you left a course of UK Higher Education before last 6 April, received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan. Please note that you should not select this option if you are repaying your Student Loan by agreement with UK Student Loans Company to make monthly payments through your bank or building society account.

Your tax code will then change based on the option you select on the P46 form:-

Box ticked on form P46	Tax code to use
A	647L cumulative
B	647L week 1/month 1
C	BR cumulative

**I have submitted a P46 - why has my tax code not changed?**

If we are already operating a P46, P45 or a P6 (tax code notification from HMRC) then we are unable to apply a new or subsequent P46. In this case you should contact the HMRC on 0845 300 0627 who will advise you accordingly.

If you do not enter your password at the bottom of the P46 form before clicking on 'Submit' the P46 information cannot be passed to our Payroll Department so please ensure that this is always entered.

**How long does it take for a P46 form to be processed?**

As long as there are no other tax documents in use, the Payroll Department can apply the P46 to your record the next working day after you submit it. Depending on the option selected and the day submitted, you may see a change in your tax code within the same week. Otherwise it will be updated in the following week's payroll run.

**P46s and NI Numbers**

When you submit a P46 on OnTime, if the NI Number field is blank this means that we do not currently have your NI Number on our system. Please ensure that you update your NI Number on the P46 form before submitting it, as your NI Number ensures that the NI Contributions and tax you pay are properly recorded on your account. It also acts as a reference number for the whole social security system.

NI contributions pay for the following state benefits:-

- Basic State Pension
- Additional State Pension (also known as the Second State Pension)
- Jobseeker's Allowance
- Employment and Support Allowance (replaced Incapacity Benefit)
- Maternity Allowance
- Bereavement Benefits

**Update Other Details**

If any other details on the P46 form are missing or incorrect, such as date of birth, address or postcode, please also update these details before submitting the form.