

A Guide to completing the enclosed Form P46

Please ensure you **ONLY** complete and return to Key Portfolio, the P46 (section 1) if you **DO NOT** already have a P45 from your previous employer. However if you do have a P45 please forward parts 2 & 3 of the P45 to Key Portfolio.

YOUR DETAILS
Please ensure you complete this section in full. If you **DO NOT** currently have a valid National Insurance Number, please leave the field blank. Key will provide you with details on how to obtain a National Insurance Number.

STUDENT LOANS
Only enter 'X' in box D if you meet the relevant criteria.

SIGNATURE AND DATE
Please ensure you sign and date the P46 to validate the form.

YOUR PRESENT CIRCUMSTANCES

It is extremely important that you tick the correct box in order for Key to apply the correct Tax Code and deduct the correct levels of Income Tax from your salary.

<p>Box A Tick this box if you have not worked since last 6 April and have not received Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, or a state or occupational pension.</p>	<p>Box B Tick this box if you have worked and earned income since last 6 April but currently have no other source of income from work or Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit or a state or occupational pension.</p>	<p>Box C Only tick this box if you are currently receiving any other income from work that is not paid through Key. Also tick this box if you receive a state or occupational pension.</p>
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If you are unsure of which box to tick, please contact our **Client Care Team** on **0845 371 0303**.