

Date

**Centre for Non-Residents**

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United Kingdom

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**Please use this name and reference if you write or call:**

**Your reference:**

## **We need some more information**

### **1 Why we are sending you this form**

We are sending you this form because you recently asked for Certificate(s) E104  E205  E301   
Before we can send you this certificate we need some more information.

### **2 What to do now**

Please:

- fill in the details in part 4 of this form using *CAPITAL LETTERS*, and
- return it to us, at the address shown above, as soon as possible.

**You must supply as much information as possible about your employment. Please send us copies of P60s, P45s, March payslips and final payslips from each employment. This will help us issue the certificate(s) you need as quickly as possible. If you do not provide this information we may not be able to issue them.**

### **3 Improving our service to you**

We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at the address or telephone number shown if you have any comments or are unhappy with our service.

HM Revenue & Customs is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Data Protection Commissioner, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do it will only be as the law permits, to check accuracy of information, prevent or detect crime, protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies and overseas tax authorities. We will not give information about you to anyone outside HM Revenue & Customs unless the law permits us to do so.

**4 Details we need**

Please ✓ the appropriate box(es), and fill in the necessary details.

**Your details**

Letters                      Numbers    Letter

National Insurance number - if known                      \_\_\_\_\_

Title – Mr/Mrs/Miss/Ms/Other (Specify)                      \_\_\_\_\_

Surname                      \_\_\_\_\_

First forename                      \_\_\_\_\_

Other forename(s)                      \_\_\_\_\_

Sex – Male/Female                      \_\_\_\_\_

Date of birth                      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Nationality                      \_\_\_\_\_

If you are a non European Economic Area (EEA) National, are you legally resident in the UK?                      Yes                       No

Date you arrived in the UK to live                      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date you left (or will be leaving) the UK to live abroad                      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If you lived and worked in the UK for any period(s) of time before the above dates, please tell us the exact details

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Country you are going to                      \_\_\_\_\_

Address abroad - if known

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone number (including dialling code)                      \_\_\_\_\_

Is this a home or work telephone number?                      Home                       Work

## 4 Details we need (continued)

### Last employment details

Please tell us about your last employment in the UK

Type of company you worked for  
- for example retail, manufacturing

\_\_\_\_\_

Exact job you did

\_\_\_\_\_

Approximate weekly wage/monthly salary

\_\_\_\_\_

Reason for leaving

dismissal

resignation

expiry of contract

termination of contract by mutual consent

other (please give reason in full)

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### Please tell us about your UK employers.

If you are applying for Certificates E104 and/or E205, please tell us about your UK employers for the last 2 years.

If you are applying for Certificate E301, please tell us about your UK employers for the number of years shown beside the relevant country below.

- 1 year Luxembourg
- 2 years Finland, Iceland, Italy, Liechtenstein, Portugal, Sweden, Switzerland
- 3 years Belgium, Cyprus, Czech Republic, Denmark, Estonia, France, Greece, Hungary, Latvia, Lithuania, Malta, Norway, Poland, Republic of Ireland, Slovenia
- 4 years Slovakia
- 5 years Netherlands
- 6 years Spain
- 7 years Germany
- 10 years Austria (occasionally, we may ask you for up to 25 years of UK employers details)

Name of company

\_\_\_\_\_

Address for correspondence. Please also include the telephone number (including national dialling code) and fax number

\_\_\_\_\_

\_\_\_\_\_

If payroll address is different please tell us what it is

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Employers Tax District Reference and PAYE number

\_\_\_\_\_

(this may be found on your P60 or P45 for this employer)

**4 Details we need (continued)**

Payroll number \_\_\_\_\_

Period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please enclose a photocopy of your last wage slip and P60 form.**

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Name of company \_\_\_\_\_

Address for correspondence. Please also include the telephone number (including national dialling code) and fax number \_\_\_\_\_  
\_\_\_\_\_

If payroll address is different please tell us what it is \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Employers Tax District Reference and PAYE number \_\_\_\_\_  
(this may be found on your P60 or P45 for this employer)

Payroll number \_\_\_\_\_

Period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exact job you did \_\_\_\_\_

**Please enclose a photocopy of your last wage slip.**

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Name of company \_\_\_\_\_

Address for correspondence. Please also include the telephone number (including national dialling code) and fax number \_\_\_\_\_  
\_\_\_\_\_

If payroll address is different please tell us what it is \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Employers Tax District Reference and PAYE number \_\_\_\_\_  
(this may be found on your P60 or P45 for this employer)

Payroll number \_\_\_\_\_

Period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exact job you did \_\_\_\_\_

**Please enclose a photocopy of your last wage slip.**

#### 4 Details we need (continued)

Name of company \_\_\_\_\_

Address for correspondence. Please also include the telephone number (including national dialling code) and fax number  
\_\_\_\_\_  
\_\_\_\_\_

If payroll address is different please tell us what it is  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Employers Tax District Reference and PAYE number \_\_\_\_\_  
(this may be found on your P60 or P45 for this employer)

Payroll number \_\_\_\_\_

Period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exact job you did \_\_\_\_\_

**Please enclose a photocopy of your last wage slip.**

**Please continue on a separate sheet if you have had more jobs.**

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If you have claimed Jobseekers Allowance after leaving your last employment please tell us the:

- name and address of the Jobcentre Plus office
- start date of the claim.

**Please sign and date the form below.**

Your signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_