

# Example of a form P9(T)



**HM Revenue  
& Customs**

Issued by  
HM Revenue & Customs

HM Revenue & Customs  
Minster  
Government Buildings  
High Street Minster  
MR2 8QT

**PAYE - Notice to employer of employee's tax code**

VFM Ltd  
36 Soho Gardens  
London  
W1V 4LD

Date

Employer PAYE reference

Employee's name

SMITH MR A

National Insurance number

AB 12 34 56 C

Works or payroll number

1615

**Tax code**

The code of this employee is

510L

**Please use for the tax year  
to 5 April**

2009

#### Instructions for the employer

1. Keep this form, as your authority, for three years.
2. Please make sure that you put the employee's National Insurance number on:
  - your payroll records, **and**
  - the end of year documents that you send in with your annual return after 5 April.If the National Insurance number already on your records is different from the number shown above, please tell your HM Revenue & Customs office.
3. If the employee has left your employment, please destroy this form. *Do not send it back to your HM Revenue & Customs office.* Send Part 1 of form P45 to your HM Revenue & Customs office, if you have not already done so.