

Items 6 and 7

Check that the entries on both pages of the P45 at items 6 and 7 are the same. If they are not, call the New Employer Helpline.

Student Loan deductions to continue

If there is a 'Y', an 'X' or a '√' entered at item 5 you will need to work out any Student Loan deductions.

- If you are creating a P11 *Deductions Working Sheet* using the P11 Calculator on your CD-ROM simply indicate that the employee is a Student Loan borrower in the Employer Database and the P11 Calculator will work out any deductions for you see page 34.
- If you are using a manual P11 *Deductions Working Sheet* the Student Loan Deductions Calculator on the CD-ROM will work out the deduction for you but you will need to enter the deduction on the P11 *Deductions Working Sheet* or equivalent record.
- If you are not using your Employer CD-ROM to maintain your payroll, phone the New Employer Helpline for advice.

P45 Part 2

Details of employee leaving work

Copy for new employer

5 Student Loan deductions
 Student Loan deductions to continue

6 Tax Code at leaving date

 5 1 0 1
 If week 1 or month 1 applies, enter 'X' in the box below.
 Week 1/Month 1

7 Last entries on P11 *Deductions Working Sheet*.
Complete only if Tax Code is cumulative. If there is an 'X' at box 6, there will be no entries here.
 Week number Month number
 0 7
 Total pay to date
 £
 1 5 4 6 . 1 5
 Total tax to date
 £
 1 7 1 . 6 0

Tax code

You will use either the tax code shown on the P45, or the tax code given to you by the New Employer Helpline (see item 4 on page 16) when you set up your payroll record – form P11 *Deductions Working Sheet*.

Codes D, K, NT

If the code number you are using starts with a D, K or is NT, call the New Employer Helpline for advice.

Claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

Take this form to your Jobcentre Plus office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

Not working and not claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

If you have paid tax and wish to claim a refund ask for form P50 *Claiming Tax back when you have stopped working* from your HMRC office or Enquiry Centre.

What to do with Parts 2 and 3 of form P45

Fill in Part 3 of the P45. Send it to the HMRC office that deals with you as an employer.

If you are registered for our PAYE Online For Employers Service, you can complete the P45 online. See page 21 for more details or go to www.hmrc.gov.uk/inyear

You must keep Part 2 of the P45 for at least 3 years after the end of the tax year it is for.

Once you have checked the form P45 and have your employee's tax code you are ready to set up your payroll and work out how much to deduct from your employee's pay. Please turn to page 22.