

## Section one To be completed by the employee

Please complete section one and then hand the form back to your present employer. If you later receive a form P45 from your previous employer, hand it to your present employer.  
Use capital letters when completing this form.

### Your details

National Insurance number

This is very important in getting your tax and benefits right

Title - enter MR, MRS, MISS, MS or other title

Surname or family name

  
  


First or given name(s)

  
  


Gender. Enter 'X' in the appropriate box

Male  Female

Date of birth *DD MM YYYY*

Address

House or flat number

Rest of address including house name or flat name

  
  
  
  


Postcode

### Your present circumstances

Read all the following statements carefully and enter 'X' in **the one** box that applies to you.

**A** - This is my first job since last 6 April and **I have not** been receiving taxable Jobseeker's Allowance, Employment and Support 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, Employment and Support 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.

### Student Loans

If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. *(If you are required to repay your Student Loan through your bank or building society account do **not** enter an 'X' in box D.)*

### Signature and date

I can confirm that this information is correct

Signature

Date *DD MM YYYY*