HM Revenue & Customs

Simplified Deduction Scheme
Employer's report: Taking on a new employee

Fill in this form when you take on a new employee and you need a new P12 *Simplified Deduction Scheme* card.
Please use capital letters. For further information:

- go to **www.hmrc.gov.uk/employers** and from the 'Forms' list select *More forms* and *Simplified Deduction Scheme*, or
- phone our Helpline on **0845 60 70 143**.

Employee's details

National Insurance number

Gender - *enter 'X' in the appropriate box*

Male ☐ Female ☐

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

Date of birth *DD MM YYYY*

Surname or family name

Address

First or given name(s)

Postcode

Employment details

Employer PAYE reference

enter 'X' in the appropriate box

Employee's pay (before deductions)

£ . Weekly ☐ Monthly ☐

Employer name

Previous employer details *if known*

Name

Address

Postcode

Date employee started *DD MM YYYY*

Have you received form P45, Parts 2 and 3 from your new employee?

Yes ☐ No ☐ If Yes, send it to us with this form

Employee's job title

Do you need a P12 *Simplified Deduction Scheme* card?

Yes ☐ No ☐

What to do next

Send this form and the form P45 (if you have been given one) to your HM Revenue & Customs office.