

Key:

- Comments in red are obligatory and must be provided to enable us to submit your P46 to the HMRC.
- Comments in orange are essential and must be completed before you sign the form.
- Comments in green can be left unanswered.



P46: Employee without a Form P45

Section one To be completed by the employee

Please complete section one and then hand back the form to your present employer.
If you later receive a form P45 from your previous employer, please hand it to your present employer.

Your details Please use capitals

National Insurance number
This is very important in getting your tax and benefits right.

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

Surname or family name

First or given name(s)

Are you male or female?
Male Female

Date of birth

Address
Postcode

House or flat number

Rest of address including house name or flat name

Please write your National Insurance number in these boxes

Title, Surname and First Name are very important, please write clearly ensuring correct spelling

Please select gender

Date of birth must be entered here

Please provide your full address with post code in the above boxes, house or flat number in the box below, and the rest of the address below it

Your present circumstances
Please read all the following statements carefully and tick the one that applies to you.

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's 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 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, tick box D. (If you are required to repay your Student Loan through your bank or building society account do not tick box D.)

Signature and date
I can confirm that this information is correct

Signature

Date:

If you have a continuing student loan repayment please tick this box.

Please sign and date part 1 of the P46 form

Please select one of the three statements.
Box A, if this is your first and only employment since the 6th April 2009. OR FIRST EMPLOYMENT IN THE UK
Box B, if this is your only employment AT PRESENT and you have already worked since 6th April 2009.
Box C, if this is your second current employment/IF YOU RECEIVE ANOTHER FORM OF INCOME

IF YOU HAVE NOT GOT A NATIONAL INSURANCE NUMBER OR LOST YOUR RECORD OF IT, PLEASE CONTACT YOUR LOCAL JOBCENTRE PLUS OFFICE

