



Please tick **ALL RELEVANT BOXES** that clearly apply to your current situation

Should you require any help please call the number below

This section is to be left blank. KEY will complete this on your behalf

Please remember to sign and date this form before posting

**Inland Revenue**

**PAYE – notice of new employee**

Send in on the first pay day for employees who

- do not have a form P45, or
- were previously paid below the PAYE threshold.

**Section 1 - to be completed by the EMPLOYEE**

Read each statement carefully. Tick each one that applies to you. Only sign this form if you have ticked one or more of the boxes for Statement A, Statement B or Statement C.

**Statement A**  
This is my first regular job since leaving full-time education. I have not claimed Jobseekers Allowance, or income support paid because of unemployment since then.

**Statement B**  
This is my only or main job.

**Statement C**  
I receive a pension as well as the income from this job.

I confirm that I have ticked the statements that apply to me.

Signed  Date  /  /

**Section 2 - to be completed by the EMPLOYER**

Your Employer's Help Book *Day-to-day payroll, E13* tells you how to complete this form. See Part 4 under 'A new employee doesn't give you a form P45'

**Employee's details**

National Insurance number

Surname

Title  Mr  Mrs  Miss  Ms   
Other

First name(s) (in full)

Address

Postcode

Date of birth  /  /

Male/Female (enter M/F)

Works/payroll number, if any

Department/branch, if any

Job title

Date employment started  /  /

**Coding information**

Existing employee now above PAYE threshold (enter X if this applies)

New employee who has signed a statement (enter the letter of the statement ticked)

New employee who has not signed a statement (tick box if this applies)

Code operated for this employee

Enter X in box if code operated on week 1/month 1 basis

**Employer's details**

Employer's PAYE reference

Name

Address

Postcode

Date this form was completed  /  /

P46 BS 07/04

Please remember that your application form requires your National Insurance Number. If you do not have a National Insurance Number, or you are waiting to be issued with one, please call the number below. Likewise, should you experience any difficulty in completing this or any form relating to KEY - please call for assistance on.

**0845 062 0033**

Address to send your completed form  
111 Union Street, Glasgow. G1 3TA