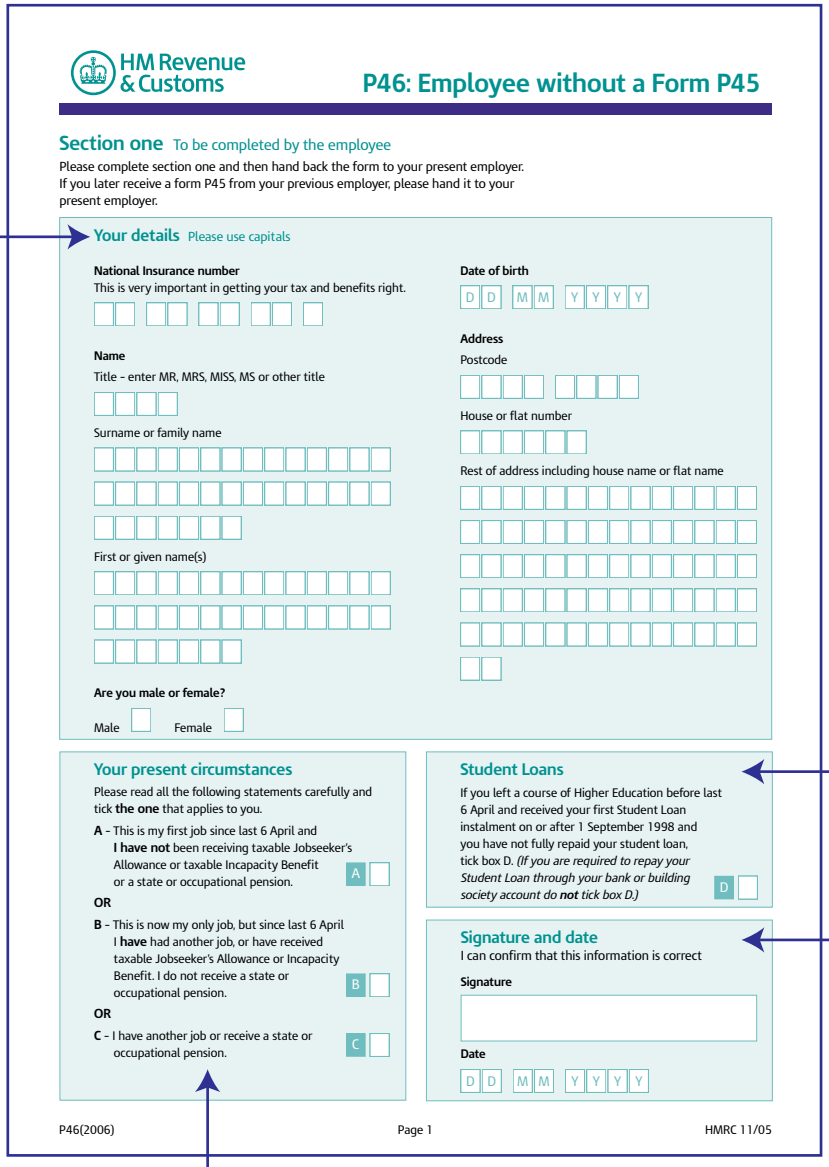
A Guide to completing the enclosed Form P46

Please ensue you **ONLY** complete the P46 (section 1) if you **DO NOT** already have a P45 from your previous employer. However if you do have a P45 please forward parts 2 & 3.



HM Revenue & Customs

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.

Date of birth
D D M M Y Y Y Y

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

Surname or family name

First or given name(s)

Address
Postcode

House or flat number

Rest of address including house name or flat name

Are you male or female?
Male Female

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. A

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. B

OR

C - I have another job or receive a state or occupational pension. C

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.)* D

Signature and date
I can confirm that this information is correct

Signature

Date
D D M M Y Y Y Y

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YOUR DETAILS

Please ensure you complete this section in full.
If you **DO NOT** currently have a valid National Insurance Number, please leave the field blank.
Key will provide you with details on how to obtain a National Insurance Number.

STUDENT LOANS

Only tick this box if you meet the relevant criteria.

SIGNATURE AND DATE

Please ensure you sign and date the P46 to validate the form.

YOUR PRESENT CIRCUMSTANCES

It is extremely important that you tick the correct box in order for Key to apply the correct Tax Code and deduct the correct levels of Income Tax from your salary.

Box A

Tick this box if you have **not worked** since last 6 April and have **not** received Jobseekers Allowance, taxable Incapacity Benefit or a state or occupational pension.

Box B

Tick this box if you have worked and earned income since last 6 April but currently have **no other source of income from work** or from Jobseekers Allowance, taxable Incapacity Benefit or a state or occupational pension.

Box C

Only tick this box if you are currently **receiving any other income from work that is not paid through Key**. Also tick this box if you receive a state or occupational pension.

If you are unsure of which box to tick, please contact our Client Care Team on 0845 371 0303.