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.

**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**

D D M M Y Y Y Y

**Address**

Postcode

House or flat number

Rest of address including house name or flat name

### 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