

## 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 EMPLON	EE	Ε
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Section 1 - to be completed by the EMPLOYER	
Read each statement carefully. Tick <b>each one</b> that applies to more of the boxes for Statement A, Statement B or Statement	
Statement A	
This is my first regular job since leaving full-time education. Jobseekers Allowance, or income support paid because of u	
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 <i>Day-to-day payroll, E13</i> tells you	
See Part 4 under 'A new employee doesn't give you a form	
Employee's details	Coding information
National Insurance	Existing employee now above PAYE threshold
number	(enter X if this applies)
Surname	New employee who has signed statement
Title / Mr  Mrs  Miss  Miss  Ms  Ms	(enter the letter of the statement ticked)
Title / Mr Mrs Miss Ms	New employee who has not signed a statement
Other	(tick box if this applies)
First name(s) (in full)	Code operated for this employee
(III Idil)	Enter X in box if code operated
Address	on week 1/month 1 basis
	Employer's details
Postcode	Employer's PAYE
Date of birth / /	reference
Male/Female (enter M/F)	Name
Works/payroll number, if any	
	Address
Department/branch, if any	
Job title	Postcode
Date employment / /	Date this form
started	was completed / /

P46 BS11/01



## Copy notice for IR National Insurance Contributions Office use

Use this form to tell the Inland Revenue NICO about employees who

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

## Section 2 - to be completed by the EMPLOYER

Employee's details	
National Insurance number	
Surname	
Title / Mrs Mrs Miss Ms	
Other	
First name(s) (in full)	
Address	
Postcode	Employer's details
Date of birth / /	Employer's PAYE reference
Male/Female (enter M/F)	Name
Works/payroll number, if any	Address
Department/branch, if any	
Job title	Postcode
Date employment / / started	Date this form / / / was completed
P46	