



## Section two To be completed by the employer

File your employee's P46 online at [www.hmrc.gov.uk/employers/doitonline](http://www.hmrc.gov.uk/employers/doitonline)

Use capital letters when completing this form. Guidance on how to fill it in, including what to do if your employee has not entered their National Insurance number on page 1, is at [www.hmrc.gov.uk/employers/working\\_out.htm](http://www.hmrc.gov.uk/employers/working_out.htm) and in the E13 Employer Helpbook *Day-to-day payroll*.

### Employee's details

Date employment started DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Works/payroll number and department or branch (if any)

<input type="text"/>
<input type="text"/>

Job title

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Employer's details

Employer PAYE reference

Office number Reference number

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Address

Building number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employer name

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Rest of address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Tax code used

If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to [www.hmrc.gov.uk/employers/rates\\_and\\_limits.htm](http://www.hmrc.gov.uk/employers/rates_and_limits.htm)

Enter 'X' in the appropriate box

Box A

Emergency code on a **cumulative** basis

<input type="text"/>	<input type="text"/>
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Box B

Emergency code on a **non-cumulative**  
Week 1/Month 1 basis

<input type="text"/>	<input type="text"/>
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Box C

Code BR

<input type="text"/>	<input type="text"/>
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Tax code used

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If week 1 or  
month 1 applies,  
enter 'X' in this box

<input type="text"/>
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**Send this form to your HM Revenue & Customs office on the first pay day.**

If the employee has entered 'X' in box A or box B, on page 1, and their earnings are below the NICs lower earnings limit, **do not send the form until their earnings reach the NICs lower earnings limit.**