

ESSENTIAL INFORMATION YOU MUST PROVIDE MAAP FOR EACH NEW EMPLOYEE

The HMRC's new online RTI payroll reporting system will reject the whole submission unless all the information marked with an **asterisk (*)** is provided for each new starter.

Employer *

New Employee providing P45

Please retain the copy of the P45 with your employer's records

First Name(s) * Please enter all first names

Last Name *

Sex * Male Female Please enter an "X"

Date of Birth *
Day Month Year

NI Number
L L N N N N N N L Although not required to make a submission, it really should be provided.

Start Date *
Day Month Year

Residential Address *

Line 1 *

Town *

Post code *

P45 Details

Gross Pay *

Tax Paid *

Tax Code * M1 W1

Leaving Date *
Day Month Year

Last Pay Period * Please enter the last month or week number from your P45
Month Week You must provide the name of your last employer from the P45

Previous Employer *

Tax District * You must provide the Tax District reference from the P45

Employer Ref * You must provide the Employer Reference from the P45

Does the new employee have a Student Loan which is not fully repaid and all of the following apply *:

- They left a course of UK higher education before last 6 April.
- They received their first Student Loan instalment on or after 1st September 1998

Yes Please enter an "X" if the answer is "Yes"

Please enter details of the terms of the employment contract

Remuneration *
Rate per hour or Annual salary?

Working Days * S M T W T F S "x" **or** Other working pattern arrangement

Normal pattern of working

Contracted Hours * S M T W T F S Total Hrs **or** Irregular Hrs "x" **or** Nil Hrs Contract "x"
Insert normal hours worked each day