

ESSENTIAL INFORMATION YOU MUST PROVIDE FOR EACH LEAVER

You must provide the following information so we can prepare and submit the P45 information to the HMRC within the prescribed time limits. Please ensure the last payroll figure reflects all of the final adjustments that are required to be disclosed to the HMRC. Once the leavers figures have been submitted it will cost £75 to make a repair to the return.

Employer *

Leaver 1

First Name(s) * Please enter all first names

Last Name *

Leaving Date *
Day Month Year

Please confirm that no further adjustments are required to the reported final pay *:

Yes No Please enter an "X"

Final pay (including holiday paid in lieu)

Leaver 2

First Name(s) * Please enter all first names

Last Name *

Leaving Date *
Day Month Year

Please confirm that no further adjustments are required to the reported final pay *:

Yes No Please enter an "X"

Final pay (including holiday paid in lieu)

Leaver 3

First Name(s) * Please enter all first names

Last Name *

Leaving Date *
Day Month Year

Please confirm that no further adjustments are required to the reported final pay *:

Yes No Please enter an "X"

Final pay (including holiday paid in lieu)

Leaver 4

First Name(s) * Please enter all first names

Last Name *

Leaving Date *
Day Month Year

Please confirm that no further adjustments are required to the reported final pay *:

Yes No Please enter an "X"

Final pay (including holiday paid in lieu)

Leaver 5

First Name(s) * Please enter all first names

Last Name *

Leaving Date *
Day Month Year

Please confirm that no further adjustments are required to the reported final pay *:

Yes No Please enter an "X"

Final pay (including holiday paid in lieu)