

# FORM P46



## Notification to Inspector of Taxes of particulars of an employee for whom a Tax Deduction Card or a Certificate of Tax Credits is required

This form need **not** be completed where the employee gives you a Form P45 (Parts 2 & 3) from a previous employer.  
(See guidance notes overleaf)

### Employer's Details

Employer's Name  Employer's Registered No.   
Address   
Telephone No.  Fax No.  Unit No.   
(If applicable)

### Employee's Details

Name of Employee  Date of Birth   
Address   
PPS No:  Spouses PPS No:   
*If PPS number is not supplied, please refer to employer notes overleaf*  
Daytime Phone No.  Mobile No.   
Is employee related to you? Yes  No   
Is this the employee's first ever employment? Yes  No   
Marital status, if known:  
Single  Widowed  Married  Married  Divorced   
but living apart

### Employment Details

Date employment commenced  Works/Payroll Number,   
if any  
Description of Employment e.g. Nurse, Driver Etc.   
Is the employee paid Weekly  Fortnightly  Monthly   
Do you provide benefits to the employee (e.g. company car, payment of expenses etc) Yes  No   
If the answer is YES give details   
Employer's Signature  Date