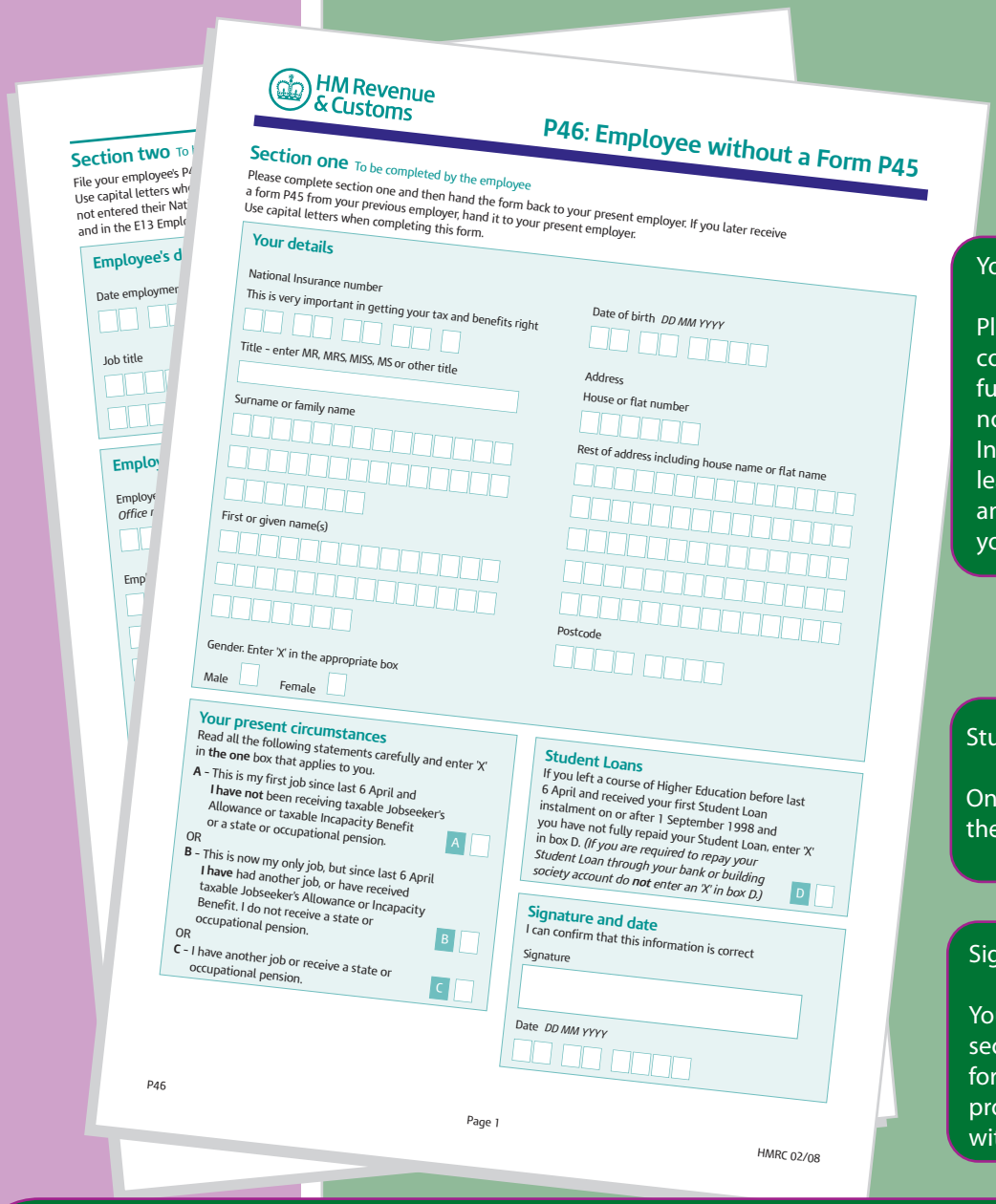
My Umbrella guide to completing a P46

So that My Umbrella can ensure you have your correct Tax Code when we run your payroll complete section 1. If you have a P45 from your previous employer please send parts 2 & 3 to My Umbrella.

my-umbrella
lifting your earning potential



HM Revenue & Customs

P46: Employee without a Form P45

Section one To be completed by the employee

Please complete section one and then hand the form back to your present employer. If you later receive a form P45 from your previous employer, hand it to your present employer.
Use capital letters when completing this form.

Your details

National Insurance number
This is very important in getting your tax and benefits right

Date of birth DD MM YYYY

Title – enter MR, MRS, MISS, MS or other title

Address
House or flat number

Surname or family name

Rest of address including house name or flat name

First or given name(s)

Postcode

Gender. Enter 'X' in the appropriate box
Male Female

Your present circumstances
Read all the following statements carefully and enter 'X' in **the one** box that applies to you.

A – This is my first job since last 6 April and **I have not** been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension. A

OR

B – This is now my only job, but since last 6 April **I have** had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension. B

OR

C – I have another job or receive a state or occupational pension. C

Student Loans
If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter 'X' in box D. *(If you are required to repay your Student Loan through your bank or building society account do **not** enter an 'X' in box D.)* D

Signature and date
I can confirm that this information is correct
Signature
Date DD MM YYYY

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Your Details

Please ensure you have completed all sections in full. If you currently do not have a National Insurance Number (NiNo) leave this section blank and My Umbrella will help you obtain a NiNo.

Student Loan

Only complete if you met the qualifying criteria

Signature & Date

You must complete this section to Validate the form so My Umbrella can process the information with HMRC

Your Present Circumstances

It is essential you tick the relevant box to your circumstances, if you do not there can be a possibility that HMRC will issue a different tax code to My Umbrella then you are expecting.

Box A

Tick this box if you have NOT worked since last 6th April and have NOT received Jobseekers allowance, taxable Incapacity Benefit or state or occupational pension.

Box B

Tick this box if you HAVE worked and earned income since last 6th April BUT currently have no other source of income this includes pensions and jobseekers allowance.

Box C

Tick this box if you are currently receiving any other income from work not being paid through My Umbrella.

If you need further details or are unsure of which box to tick please contact My-Umbrella on 0161 713 1730 or info@my-umbrella.net