

9 P45s

Once the leavers have been checked, the payroll agreed and the BACS file processed, the payroll team will need to run the P45 prints prior to the period clear down. Parts 1A, 2 and 3 will need to be given to the employee and part 1 to HMRC.

If a P45 is lost or found to be incorrect

If a former employee loses their P45 or you find out later we have made a mistake, tell the former employee to contact their HM Revenue & Customs office immediately. We must never produce a further form or amend a P45.