

## Employee retiring on a pension paid by employer

You must fill in this form if the employee is retiring on a pension which

- you are paying under your own pension scheme **or**
- you are paying on behalf of a superannuation fund or scheme.

After completing the form

- send Part 1 to your Inland Revenue office within 14 days of the retirement **and**
- give Part 1A to the employee.

*Deductions working sheet* - use the existing sheet to record the pension paid but **use the tax code on a week 1/month 1** basis until you are instructed to do otherwise.

*Please use CAPITAL letters when completing this form.*

<b>Employee details</b>						
Full name _____	*Mr/Mrs/Miss/Ms (*Delete as appropriate)					
Home address _____ _____						
Postcode _____						
Employee's National Insurance number	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>					
Employer's PAYE reference _____	Date of retirement ____ / ____ / ____					
Total pay to date of retirement as shown on deductions working sheet	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 80%;">£</td> <td style="width: 10%; border-left: 1px dashed black;"> </td> <td style="width: 10%; border-left: 1px dashed black;"> </td> </tr> </table>	£				
£						
<b>Since 6 April last:</b> Total <b>pay</b> in this employment to date of retirement	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 80%;">£</td> <td style="width: 10%; border-left: 1px dashed black;"> </td> <td style="width: 10%; border-left: 1px dashed black;"> </td> </tr> </table>	£				
£						
Total <b>tax</b> in this employment to date of retirement	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 80%;">£</td> <td style="width: 10%; border-left: 1px dashed black;"> </td> <td style="width: 10%; border-left: 1px dashed black;"> </td> </tr> </table>	£				
£						
Amount of pension each *week/four weeks/month/year (*Delete as appropriate or specify if interval differs)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 80%;">£</td> <td style="width: 10%; border-left: 1px dashed black;"> </td> <td style="width: 10%; border-left: 1px dashed black;"> </td> </tr> </table>	£				
£						
Pension payroll number, if any _____						
<i>The details I have provided above are correct to the best of my knowledge. I am using the tax code shown on the deductions working sheet on a week 1/month 1 basis.</i>						
Employer's name _____						
Address _____ _____						
Postcode _____						

## Employee retiring on a pension paid by employer

### Employee copy

This form is important, please keep it in a safe place.

**You may need the information when completing any Tax Return you are sent at the end of the tax year.**

<b>Employee details</b>						
Full name _____	*Mr/Mrs/Miss/Ms (*Delete as appropriate)					
Home address _____ _____						
Postcode _____						
Employee's National Insurance number	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>					
Employer's PAYE reference _____	Date of retirement ____ / ____ / ____					
Total pay to date of retirement as shown on deductions working sheet	£ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60px; height: 20px;"> </td><td style="width: 20px; border-left: 1px dashed black;"> </td></tr></table>					
<b>Since 6 April last:</b> Total <b>pay</b> in this employment to date of retirement	£ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60px; height: 20px;"> </td><td style="width: 20px; border-left: 1px dashed black;"> </td></tr></table>					
Total <b>tax</b> in this employment to date of retirement	£ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60px; height: 20px;"> </td><td style="width: 20px; border-left: 1px dashed black;"> </td></tr></table>					
Amount of pension each *week/four weeks/month/year (*Delete as appropriate or specify if interval differs)	£ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60px; height: 20px;"> </td><td style="width: 20px; border-left: 1px dashed black;"> </td></tr></table>					
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Address _____ _____						
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