

Partners Employment

P45 Request Form

Form to be completed in English

Employees Name: Payroll No:

Accrued Holiday to be Paid: Date Holiday form completed:

Last Working Date:

Reason(s) for Leaving:

P45 To be Collected or posted to:

P45's Cannot be issued until all accrued holiday has been paid and all outstanding queries have been dealt with.

P45's will be issued weekly and ready for collection on Friday between 10.00 am – 4.00 pm. If not collected it will be posted to the address held on your payroll file.

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Industrial/Commercial – Registration form to be stapled to this form.

Consultants Name:

For completion by Payroll Department

Date Holiday Pay Paid:

Date P45 Issued:

Updated on Aspire by: Date:

