



Surname of Employee

First Name

Address

PPS Number

Date of Birth

Unit Number

Employer Registered Number

Payroll/Works No.

Date of Cessation

Deceased (Mark box if employee is deceased)

Date of Commencement

Weekly Monthly

Mark box if employee was paid weekly or monthly

Mark box if emergency tax operated

Weekly/Monthly Tax Credit

Week/Month Number

Weekly/Monthly Standard Rate Cut-Off Point

(a) Total Pay & Tax deducted from 1 January last to Date of Cessation

Total Pay

Total Tax Deducted

(b) If employment started since 1 January last enter Pay and Tax deducted (or Tax refunded) for this period of employment only

Pay (this employment)

Tax Deducted or Tax Refunded

Please mark box if the tax figure at (b) is a refund

(c) Amount of Taxable LUMP SUM PAYMENT on termination included in either pay figure above - if applicable

(d) Total amount of taxable Disability Benefit included in pay figure above - if applicable

Please complete section (d) or (e + f) where an employee was in receipt of taxable Disability Benefit since 1st January last while employed by you

Please mark box if employee was on Week 1/Month 1 basis at Date of Cessation

(e) Amount by which Tax Credits were reduced - if applicable

(f) Amount by which Standard Rate Cut-Off Point was reduced - if applicable

PRSI - This Employment Only

Total PRSI

Employee's Share

Total number of weeks of Insurable Employment

Total number of weeks at Class A or Subclass "A" in this period

PRSI Classes other than Class A or Subclass "A" in this period

I certify that the particulars entered above are correct.

Employer

Trade name if different

Address

Date

Phone No.

e-mail

Notes

- Copy PPS Number, Tax Credits, and Standard Rate Cut-Off Point from the latest Certificate of Tax Credits and Standard Rate Cut-Off Point.
- If the employee commenced with you since 1 January last, please insert Date of Commencement and include pay and tax notified to you in respect of previous employment (if any).
- In fields (a) to (f) above, where a cent figure of .00 is pre-printed, please insert Euro figures only. Cent figures are not required here.
- Detach Part 1 and send it to your Revenue office immediately. Hand Parts 2, 3 and 4 (unseparated) to the employee when he/she leaves.
- If employee has died please send ALL FOUR PARTS of this form (unseparated) to your Revenue office immediately.
- A guide to PAYE/PRSI for small employers (IT50) is available from the Revenue website or from our Forms & Leaflets Service 1890 306 706. The Employer Information and Support Service 1890 25 45 65 is available to answer any queries you may have.

Save Time

File P45s on-line using the Revenue On-Line Service
www.revenue.ie