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DANDYFORD  
C/O PENSION PRACTITIONER  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD

Issued by  
PAY AS YOU EARN  
HM REVENUE AND CUSTOMS  
BX9 1AS

Employer PAYE  
reference 120/ZB59275

Date 25 APRIL 2017

## Use this tax code for the tax year shown

Employee's name

MR PAUL BIRCH

National Insurance number

WM 43 45 06 C

Works or payroll number

1

Tax code

This employee's tax code is changed to

1150L

Please use this tax code from the next payday for  
the year to 5 April

2018

Please read the notes on the back of this form.

## Previous pay and tax

Previous pay

Previous tax

## Instructions for the employer

This form is your authority, please keep it for 3 years.

**Directors** - please enter 'Director' in the 'Works or payroll number' space in your pay records.

### More Help

If you need any more help you can:

- contact the HM Revenue and Customs (HMRC) office shown on the front of this form
- phone the Employer Helpline on **0300 200 3200** - open from 8am to 8pm, Monday to Friday and 8am to 4pm on Saturday

The table below points you in the right direction.

Query	Notes
National Insurance number	Make sure this is your employee's pay record. If the National Insurance number shown on the front page is different to the one you already have for this employee, contact your HMRC office.
Tax code <b>with</b> week 1 or month 1	Do <b>not</b> make any refunds with this type of tax code.
Tax code <b>without</b> week 1 or month 1	Refunds can be made with this type of tax code. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code D	<b>With</b> week 1 or month 1 use Taxable Pay Tables D. Do not make any refunds. <b>Without</b> week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code NT	<b>With</b> week 1 or month 1 do not deduct tax after you receive this form. Keep a record of your employee's pay. Do not make any refunds. <b>Without</b> week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code BR	Use Taxable Pay Tables B.
Previous pay and previous tax	These must now be added to the totals in your employment.
K codes	Use the instructions in Employer Helpbook CWG2 'Employer Further Guide to PAYE & NICs'
S prefix	This means that the employee is a Scottish taxpayer and you should use the Scottish rates of income tax.