

Inland Revenue
National Insurance Contributions Office
P46 Section
Benton Park View
Newcastle upon Tyne NE98 1ZZ

Employee's National Insurance number trace

1 When to use this form

This form may be used by employers to trace an employee's National Insurance number when a P46 is **not** being sent to the Inland Revenue Tax Office. Use of the form is voluntary.

If you need to trace an employee's National Insurance number please:

- fill in the details at parts 2 and 3 of this form, and
- return it to us at the address shown above.

2 Employer's details

Employer - *name of business*

Employer's address

Postcode

PAYE reference number

Signature

Name

(CAPITAL LETTERS)

Date

Daytime telephone and fax number
(including national dialling code)

Tel

Fax

3 Employee's details

Please fill in the necessary details using **CAPITAL LETTERS**.

Employee 1

Title - Mr/Mrs/Miss/Ms/Other - *specify*

Surname

Forename(s) - *up to first 2*

Employee's address

Postcode

Date of birth

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Sex - *please write 'M' or 'F'*

Works or payroll number

Date employment started

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Date employment ended

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Employee 2

Title - Mr/Mrs/Miss/Ms/Other - *specify*

Surname

Forename(s) - *up to first 2*

Employee's address

Postcode

Date of birth

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Sex - *please write 'M' or 'F'*

Works or payroll number

Date employment started

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Date employment ended

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3 Employee's details (continued)

Please fill in the necessary details using **CAPITAL LETTERS**.

Employee 3

Title - Mr/Mrs/Miss/Ms/Other - *specify*

Surname

Forename(s) - *up to first 2*

Employee's address

Postcode

Date of birth

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Sex - *please write 'M' or 'F'*

Works or payroll number

Date employment started

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Date employment ended

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Employee 4

Title - Mr/Mrs/Miss/Ms/Other - *specify*

Surname

Forename(s) - *up to first 2*

Employee's address

Postcode

Date of birth

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Sex - *please write 'M' or 'F'*

Works or payroll number

Date employment started

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Date employment ended

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3 Employee's details (continued)

Please fill in the necessary details using **CAPITAL LETTERS**.

Employee 5

Title - Mr/Mrs/Miss/Ms/Other - *specify*

Surname

Forename(s) - *up to first 2*

Employee's address

Postcode

Date of birth

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Sex - *please write 'M' or 'F'*

Works or payroll number

Date employment started

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Date employment ended

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Employee 6

Title - Mr/Mrs/Miss/Ms/Other - *specify*

Surname

Forename(s) - *up to first 2*

Employee's address

Postcode

Date of birth

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Sex - *please write 'M' or 'F'*

Works or payroll number

Date employment started

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Date employment ended

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4 Improving our service to you

We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at the address or telephone number shown if you have any comments or are unhappy with our service.

The Inland Revenue is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Data Protection Commissioner, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do it will only be as the law permits, to check accuracy of information, prevent or detect crime, protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies and overseas tax authorities. We will not give information about you to anyone outside the Inland Revenue unless the law permits us to do so.

How to contact us

If you need to contact us please call P46 Section on 084591 57220, textphone 084591 58602, fax 084591 55036 (calls will be charged at local rates). Open 8.00 am to 5.00 pm Monday to Friday.