HM Revenue & Customs

Notification of pension starting

Fill in this form for someone starting a pension. Use capital letters when completing this form.
You can also file online at **www.hmrc.gov.uk**
There is guidance available in the Employer Helpbook E13 *Day-to-day payroll* and at **www.hmrc.gov.uk**

Pension recipient

National Insurance number

Title – enter MR, MRS, MISS, MS or other title

Surname or family name

First or given name(s)

Gender. Enter 'X' in the appropriate box

Male ☐ Female ☐

Date of birth *DD MM YYYY*

Address

Postcode

Will this person receive this pension because they are a recently bereaved spouse or civil partner?

No ☐ Yes ☐

About the pension/income drawdown/ income withdrawal To be completed in all cases

Employer PAYE reference
Office number *Reference number*

Employer name and address

Postcode

Date pension started *DD MM YYYY*

Pension payroll number

Annual pension

£ . .

Tax code in use Enter 'X' in box if Week 1/Month 1 applies ☐

Previous employment details *If applicable please enter the following details.*

Previous employer PAYE reference
Office number *Reference number*

Previous employer name

Date of leaving *DD MM YYYY*

Total pay to date

£ .

Total tax paid to date

£ .

Tax code used Enter 'X' in box if Week 1/Month 1 applied ☐

Enter the week or month number below

Week number Month number

Complete this form following the instructions in the Employer Helpbook E13 *Day-to-day payroll.*
Send the completed form to your HMRC office.