

# A Guide to completing the enclosed Form P46

Please ensure you **ONLY** complete and return to Key Portfolio, the P46 (section 1) if you **DO NOT** already have a P45 from your previous employer. However if you do have a P45 please forward parts 2 & 3 of the P45 to Key Portfolio.

**YOUR DETAILS**  
Please ensure you complete this section in full. If you **DO NOT** currently have a valid National Insurance Number, please leave the field blank. Key will provide you with details on how to obtain a National Insurance Number.

**STUDENT LOANS**  
Only tick this box if you meet the relevant criteria.

**SIGNATURE AND DATE**  
Please ensure you sign and date the P46 to validate the form.

**YOUR PRESENT CIRCUMSTANCES**

It is extremely important that you tick the correct box in order for Key to apply the correct Tax Code and deduct the correct levels of Income Tax from your salary.

<p><b>Box A</b></p> <p>Tick this box if you have <b>not worked</b> since last 6 April and have <b>not</b> received Jobseekers Allowance, taxable Incapacity Benefit or a state or occupational pension.</p>	<p><b>Box B</b></p> <p>Tick this box if you have worked and earned income since last 6 April but currently have <b>no other source of income from work</b> or from Jobseekers Allowance, taxable Incapacity Benefit or a state or occupational pension.</p>	<p><b>Box C</b></p> <p>Only tick this box if you are currently <b>receiving any other income from work that is not paid through Key</b>. Also tick this box if you receive a state or occupational pension.</p>
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If you are unsure of which box to tick, please contact our Client Care Team on 0845 371 0303.