

Pay As You Earn

Providing your employer and HMRC with accurate personal information – it's important to get it right

Real Time Information

Providing your employer and us with accurate details about yourself helps make sure that you are paying the correct amount of tax and National Insurance Contributions (NICs). It also helps to protect your entitlement to certain state benefits and State Pension.

There are certain key personal details that your employer needs to have recorded accurately. These are your:

- name – full and official forename(s) and surname
- date of birth, and
- National Insurance number (NINO).

Name

Your name should match that shown on official documentation. Always give your full forename(s), not just your initial(s). Also make sure that your forename(s) and surname are in the correct order (for example, John Smith and not J Smith or Smith J).

Also include your middle name in full if you have one (for example, John Michael Smith and not John M Smith).

As well as your employer, you should always inform HMRC of circumstances that affect your tax, including name changes. For further information go to www.hmrc.gov.uk/dealingwith/reporting-changes.htm

Date of birth

Always provide your correct date of birth. Giving a wrong date of birth may affect your entitlement to state benefits.

Give the day, month and full year of birth.

National Insurance number (NINO)

Always enter your correct NINO. Do not make up a number or use someone else's.

Your NINO will begin with two letters, followed by six numbers and will end with a letter which will be either A, B, C or D.

If you do not know your NINO you can find it on documents we have sent you (for example, Tax Credit Award Notices), or from the Department for Work and Pensions (DWP). It may also be on a payslip you have received.

If you cannot find your NINO, you can trace it using form CA5403 which you can download online, go to www.hmrc.gov.uk Or, you can phone the Registration Helpline on **0845 9157006**.

If you have never been issued with a NINO you need to phone Jobcentre Plus on **0845 600 0643**.

Checking information

Your employer may want to check the information you give them with an official source such as:

- HM Revenue & Customs (HMRC) documents
- the Department for Work and Pensions (DWP) documents
- your passport, or
- your birth certificate.

You should therefore keep these documents easily available.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.hmrc.gov.uk/charter