

Payroll

National Insurance Numbers Online

All P14s are required to show the correct National Insurance number.

Never file a return using Temporary (TN) numbers, either via paper or Online, as this will result in a rejected P14.

If temporary numbers are being used on a payroll system, there must be a check put in place to ensure that all of them have been removed.

If there is no National Insurance number there are 3 options depending on what information is available.

1. If sending a form leave the National Insurance number box blank and complete the Date of birth and gender boxes.
2. Use 01011901 if there is no date of birth.
3. For Online use "NINO not known" box on the Employees details screen.