

Payroll

Tracing National Insurance Numbers

Sometimes an Employee will be unable to trace or remember their National Insurance number.

To be able to send end of year PAYE information online it is essential to have all the National Insurance numbers. Sending an incomplete or temporary number, will result in the return being rejected, and possible late filing penalties and interest charges being applied.

There are a number of options available to trace the information.

- Send in a form P46 with as much employee information as possible
 - Title
 - Surname
 - All forenames
 - Address
 - Date of Birth
 - Sex
 - Payroll Number
 - Date employment started
 - Employer's details
 - Inland Revenue Office details and PAYE references
- Complete a form CA6856, which should be in the New Employer's packs and send to

P46 Section,
Room BP1102,
Benton Park View,
Newcastle upon Tyne,
NE98 1ZZ

If the employee does not have a National Insurance number then an application will have to be made by the employee for an interview (nearest Job Centre) to check their identity and apply for a number.

Temporary numbers are no longer applicable.