

## Q13: How do I enter an Inland Revenue P6?

### 13.1 Use the P45 prompt (SHIFT-F4) to enter a P6.

On the Employee's Record, press SHIFT-F4 to call up the P45 box.

Previous employment's P45	
Date of leaving	/ /
Tax code	
Week/month (eg W20)	
Total pay to date	
Total tax to date	

Diagram 1: Entering P45 details

Enter the details from the P6. (Leave blank the DATE OF LEAVING and the WEEK/MONTH fields.) Then press F9 to STORE the P6 in memory. Press F9 again to STORE the record on your hard drive.

#### P45 details already in P45 box

If the employee had previously given you a P45, you will already have a Date of Leaving and Tax Code in the P45 box. Blank out these fields using the space bar or delete key. This is important - you do not want SUPERPAY to check and perhaps change the tax to date figure that the Inland Revenue has sent you.

#### Zero tax

If the employee has paid no tax to date, enter zero in the tax field. If you leave this field blank, SUPERPAY thinks you haven't entered the field and displays a 'Wrong Combination of fields' message and will not let you STORE the record.

