

If you have more than one job, the PAYE system does not cater easily for such multiple jobs and you will have to take care to ensure you do not end up paying too much tax.



What information will my new employer need?

In order to set you up on their payroll, they will need the following:

- your [National Insurance number](#)
- an indication of whether or not this is your only job
- a copy of your form P45 that was given to you by your last employer if you have previously worked in the current tax year.

If this is your first or only job, your new employer will be able to operate a [Pay As You Earn tax code](#) against your earnings that works on a cumulative basis – in other words it spreads the use of your tax-free personal allowance across the year.

Example



John starts work in a bar in September 2017. He has not previously worked in the tax year. He will be given a code number of 1150L (reflecting a tax free personal allowance of £11,500 for the tax year 2017/18). As he has earned nothing so far in this tax year, he will be able to earn up to £5,750 (half of £11,500) before the end of September 2017 before he would need to pay income tax. Each month thereafter, a further £958 (one twelfth of £11,500) could be earned before he had to pay tax. So as long as cumulatively he had not earned more than £6,708 by the end of October 2017, he would have no tax to pay. There are separate rules on [National Insurance contributions](#).

But what if John takes on a second job with a supermarket in November for a few months?

Now John will have to tell his new employer that this is not his only job. His new employer will then have to take basic rate tax (20%) off his earnings at the supermarket, even though overall John may not be due to pay any tax.



So what can I do if I have more than one job?

First work out what your total income is likely to be in the current tax year. If this is going to be less than your personal allowance, [contact HMRC](#) and ask them to split your personal allowance between your jobs so that you pay no tax.

If HMRC cannot do this, or your earned income will exceed your personal allowance, at least make sure that your personal allowance is set against the source of income that will pay most in the tax year. That will minimise the tax you pay as you go along.

If HMRC do not agree to split your allowances, or you realise too late and tax has been paid, you need to claim a [tax refund](#).

Example



Francesca has worked in a shop for over a year. She earns around £500 per month and her personal allowance is set against this income. She is offered a job over the vacation that she can do from home. It will pay her £200 per month for the three months July to September 2017 inclusive.

If she does nothing, her new employer will take basic rate tax from her earnings – amounting to £120 over the three-month period (£600 @ 20%). She will have to claim this back. If she had asked HMRC to split her personal allowance, no tax need have been deducted from the salary from her new job.

Example



Christine works in a bar in the evenings and earns £200 per month. She is offered vacation employment at a garden centre and earns £500 per month for the three months July to September 2017 inclusive.

If she does nothing, her new employer will take basic rate tax from her earnings – amounting to £300 over the three-month period (£1,500 @ 20%). She will have to claim this back. Christine can ask HMRC to split her personal allowance over her two jobs or at the very least switch her personal allowance against the garden centre job as that is her highest-earning employment.

Note that Christine is expected to earn £3,900 over the full year and has paid tax of £300 whereas Francesca is expected to earn £6,600 and has paid tax of £120. Neither is due to pay any tax, but the tax deductions have made a significant difference to their take home pay.



Make sure HMRC always have your up-to-date address or your tax refund may be sent to the wrong place!

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