

How to confirm your employment history using the Personal Tax Account

A step-by-step guide

19 May 2023

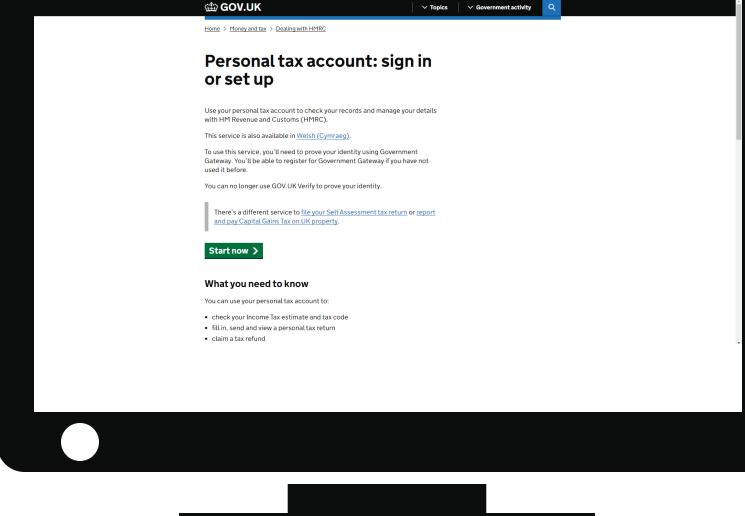
The Personal Tax Account (PTA) is secure, quick and easy to use.

You can use the PTA to see, share and print your pay and tax details for the current year, and previous five years.

Please follow our step-by-step guide on how to do this.



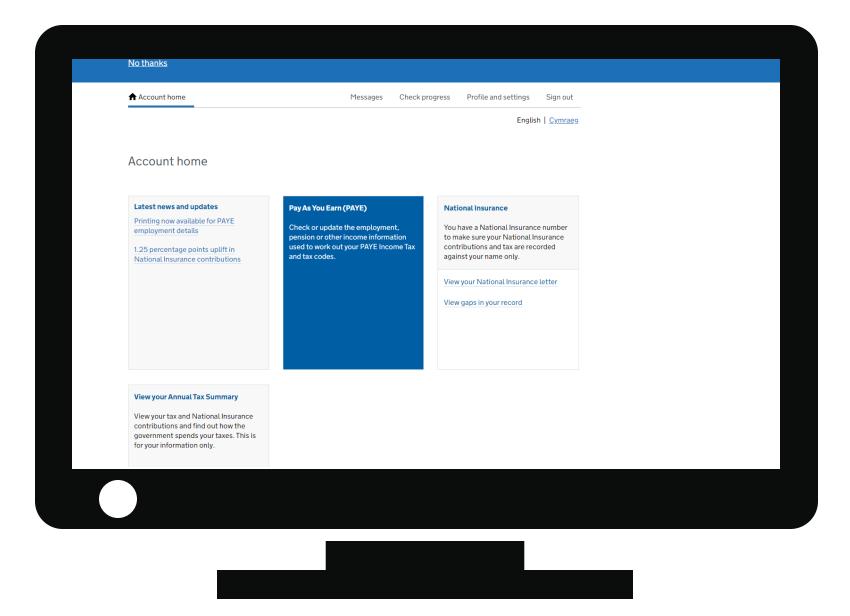
Search for Personal Tax Account on gov.uk, or go to https://www.gov.uk/ personal-taxaccount







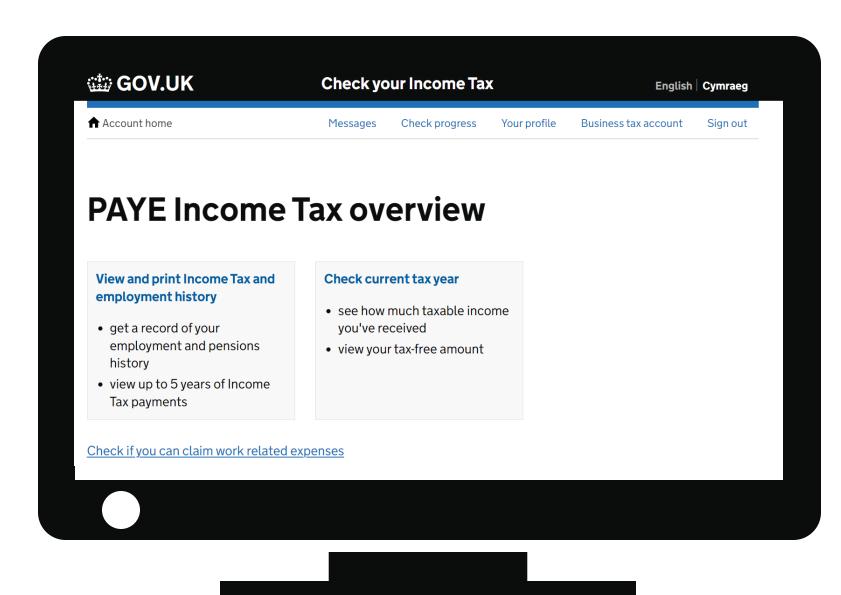
Once you are signed into the Personal Tax Account, select the Pay As You Earn Section





Select the PAYE Income Tax History Section





The current year will show at the top of the page, scroll down to view up to five previous years. < PAYE Income Tax overview

PAYE Income Tax and employment history

Print this page

View your National Insurance number and address

6 April 2022 to 5 April 2023

SAINSBURYS		
Employer PAYE reference 235/H23526	Start date 6 Apr 2021	End date 5 Apr 2022
Taxable income £23,244.65	Income tax paid £1,254.02	Tax code 900L





At the top of the page, click on 'print this page' to print the full Income Tax History.

PAYE Income	Tax and emp	oloyment history		Destination	Save as PDF	•
 View your National Insurance number and address 						C
Address 21 Surrey Terrace, Airedale, B38 0AL National Insurance AS005783D				Pages	All	•
6 April 2022 to 5 April :	2023					
SAINSBURYS				Layout	Portrait	-
Employer PAYE reference 235/H23526	Start date 6 Apr 2021	End date 5 Apr 2022				
Taxable income £23,244.65	Income tax paid £1,254.02	Tax code 900L		More settings		~
AVIVA PENSIONS						
Employer PAYE reference 234/A32553	Start date 6 Apr 2021	End date 5 Apr 2022				
Taxable income £345.11	Income tax paid £50.23	Tax code D0				
6 April 2021 to 5 April	2022					
INTERNATIONAL BUSINES			-			
Employer PAYE reference 736/A45678	Start date 6 Apr 2020	End date 5 Apr 2021				
Taxable income £7,373.13	Income tax paid £1,355.43	Tax code 350TX				
AVIVA PENSIONS			_			
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View of print summary page

	HM Revenue & Customs		BOB JONES
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Even pages only	Employer 1		
	Employer PAYE reference	Start date	End date
g. 1-5, 8, 11-13		1 May 2019	not applicable
	Taxable income	Income tax paid	Tax code
ite 🗸		£330.20	237T
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oot printer issues			
	Employer PAYE reference	Start date	End date
	222/LB11111	1 January 2016	not applicable
	Taxable income	Income tax paid	Tax code
	£850.00	£86.40	1020L
Print Cancel	6 April 2021 to 5 April 2022		





Summary of steps to take

1. Search for Personal Tax Account on gov.uk, or go to https://www.gov.uk/personal-tax-account

2. Once you are signed into the Personal Tax Account, select the 'Pay As You Earn Section'

3. Select the 'View and Print Income Tax and Employment History

4. The current year will show at the top of the page, scroll down to view up to five previous years

5. At the top of the page, select 'print this page' to print your full Employment/Income History, this will be put into a letter format

