



### Completing this form

Please use capital letters when completing this form. Employers may use this form to ask us to trace an employee's National Insurance number. Use of the form is voluntary. The more information you are able to provide us with will help us to make a successful trace on our records for an employee's National Insurance number. Please ensure you :

- fill in all of the details at parts 1 and 2 of the form.
- quote your employer PAYE reference as we cannot process your request without this
- return the form to us at the address shown below, or fax it to us on **084591 53208**.

HM Revenue & Customs  
National Insurance Contributions Office  
Evening Work Centre, NI number tracing  
Room BP3101  
Benton Park View  
Newcastle upon Tyne  
NE98 1ZZ

### What we will do

Using the information provided, we will:

- trace the National Insurance numbers for your employees
- reply by letter listing only those employees we have been able to find National Insurance numbers for.

If we have been unable to trace a National Insurance number for any of the employees on this form, it may be because we did not have enough information. Please resubmit your request for those employees that we failed to trace, with any additional information that you think may help us to trace them.

If your employee does not have a National Insurance number please ask them to contact the Department of Work and Pensions Contact Centre on **0845 600 0643**.

### How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to

- check the accuracy of information
- prevent or detect crime
- protect public funds

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and look for *Data Protection Act* within the *Search* facility.

### How to contact us

If you need to contact us, please call NI number tracing on **084591 58582** or fax us on **084591 53208**.

Our opening hours are between 8.30 and 17.00 Monday to Thursday and 8.30 to 16.30 on Friday.

For Type Talk please dial **18001 084591**

### Improving our service to you

We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at the address or phone number shown above if you have any comments, or are unhappy with our service.

## Part 1 - Employer's details

Employer name

Address of business

Employer PAYE reference *(we cannot process your request without a valid reference number)*

Signature

Name

Date DD MM YYYY

Phone number

Fax number

## Part 2 - Employee's details

### Details for employee 1

Works or payroll number

**Name**

*(Do not use initials or abbreviated names)*

Surname

Previous Surname *(maiden name etc. if applicable)*

Forenames

  

Employee's address

  
  
  
  

Previous address

  
  
  
  

Date of birth

*(We are unable to trace National Insurance numbers without the correct date of birth, or for anyone under age 16) DD MM YYYY*

Please tick the relevant box below to tell us if the employee is male or female.

Male  Female

**For official use only**

Employee's National Insurance number

Tick this box if there is no trace of a National Insurance number for the employee.

### Details for employee 2

Works or payroll number

**Name**

*(Do not use initials or abbreviated names)*

Surname

Previous Surname *(maiden name etc. if applicable)*

Forenames

  

Employee's address

  
  
  
  

Previous address

  
  
  
  

Date of birth

*(We are unable to trace National Insurance numbers without the correct date of birth, or for anyone under age 16) DD MM YYYY*

Please tick the relevant box below to tell us if the employee is male or female.

Male  Female

**For official use only**

Employee's National Insurance number

Tick this box if there is no trace of a National Insurance number for the employee.

### Details for employee 3

Works or payroll number

**Name**

*(Do not use initials or abbreviated names)*

Surname

Previous Surname *(maiden name etc. if applicable)*

Forenames

  

Employee's address

  
  
  
  

Previous address

  
  
  
  

Date of birth

*(We are unable to trace National Insurance numbers without the correct date of birth, or for anyone under age 16) DD MM YYYY*

Please tick the relevant box below to tell us if the employee is male or female.

Male  Female

**For official use only**

Employee's National Insurance number

Tick this box if there is no trace of a National Insurance number for the employee.

### Details for employee 4

Works or payroll number

**Name**

*(Do not use initials or abbreviated names)*

Surname

Previous Surname *(maiden name etc. if applicable)*

Forenames

  

Employee's address

  
  
  
  

Previous address

  
  
  
  

Date of birth

*(We are unable to trace National Insurance numbers without the correct date of birth, or for anyone under age 16) DD MM YYYY*

Please tick the relevant box below to tell us if the employee is male or female.

Male  Female

**For official use only**

Employee's National Insurance number

Tick this box if there is no trace of a National Insurance number for the employee.

### Details for employee 5

Works or payroll number

**Name**

*(Do not use initials or abbreviated names)*

Surname

Previous Surname *(maiden name etc. if applicable)*

Forenames

  

Employee's address

  
  
  
  

Previous address

  
  
  
  

Date of birth

*(We are unable to trace National Insurance numbers without the correct date of birth, or for anyone under age 16) DD MM YYYY*

Please tick the relevant box below to tell us if the employee is male or female.

Male  Female

**For official use only**

Employee's National Insurance number

Tick this box if there is no trace of a National Insurance number for the employee.

### Details for employee 6

Works or payroll number

**Name**

*(Do not use initials or abbreviated names)*

Surname

Previous Surname *(maiden name etc. if applicable)*

Forenames

  

Employee's address

  
  
  
  

Previous address

  
  
  
  

Date of birth

*(We are unable to trace National Insurance numbers without the correct date of birth, or for anyone under age 16) DD MM YYYY*

Please tick the relevant box below to tell us if the employee is male or female.

Male  Female

**For official use only**

Employee's National Insurance number

Tick this box if there is no trace of a National Insurance number for the employee.