

Inland Revenue
National Insurance Contributions Office
ABW, NI number tracing
Room H3002
Benton Park View
Newcastle upon Tyne NE98 1ZZ

Employee's National Insurance number trace

1 When to use this form

Employers may use this form to trace an employee's National Insurance number. Use of the form is voluntary.

If you need to trace an employee's National Insurance number please:

- fill in the details at parts 3 and 4 of this form, and
- return it to us at the address shown above.

2 What we will do

We will:

- trace the National Insurance numbers for your employees
- enter the details at part 4 overleaf, and
- return the form to you.

If we cannot trace an employee, please tell them to register for a National Insurance number by contacting their nearest Jobcentre Plus or social security office. Office telephone numbers can be found in The Phone Book.

3 Your details

Name of your business

Your business address

Postcode

Your PAYE reference number

Date

 / /

Signature

Name

(CAPITAL LETTERS)

Daytime telephone and fax number
(including national dialling code)

Tel

Fax

5 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 telephone number shown if you have any comments or are unhappy with our service.

The Inland Revenue is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Data Protection Commissioner, 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 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 and agencies and overseas tax authorities. We will not give information about you to anyone outside the Inland Revenue unless the law permits us to do so.

How to contact us

If you need to contact us, please call NI number tracing on 084591 58582, textphone 084591 58200, fax 084591 58577 (calls will be charged at local rates). Open 8.00 am to 9.00 pm Monday to Friday.