

Box A Employer name

Box B HM Revenue & Customs office name

Employer PAYE reference

Box C Surname

Box D First two forenames

Box E National Insurance number

Box F Date of birth DD MM YYYY

Box G Works/payroll number

Box H Gender 'M' 'F'

Box I Date of starting DD MM YYYY

Box J Date of leaving DD MM YYYY

Box L Tax code †

† If amended cross out previous code

Box M Amended code †

Wk/Mth in which applied

Box K Student Loan deductions case (✓)

Please keep this form for at least three years after the end of the year to which it relates, or longer if you are asked to do so.

See Notes 1 and 2 overleaf

National Insurance contributions							Statutory payments					PAYE Income Tax																		
Earnings details							Contribution details		Statutory Sick Pay (SSP)	Statutory Maternity Pay (SMP)	Ordinary Statutory Paternity Pay (OSPP)	Additional Statutory Paternity Pay (ASPP)	Statutory Adoption Pay (SAP)	Student Loan deductions (SLD)	Pay in the week or month including statutory payments		Total 'free pay' to date		K codes only		Total taxable pay to date		Total 'tax due' to date		K codes only		Tax deducted or refunded		K codes only	
Month number	Week number	1a	1b	1c	1d	1e	1f	1g	1h	1i	1j	1k	1l	2	3	4a	4b	5	6	6a	6b	7	8							
Bt/fwd Mth 7	Bt/fwd Wk 30	£	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p							
8	31																													
	32																													
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11	44																													
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	46																													
	47																													
12	48																													
	49																													
	50																													
	51																													
	52																													
	§																													

§ Complete this line if pay day falls on 5 April (in leap years 4 and 5 April)

- Add all amounts of NICs not marked 'R'.
- Add all amounts of NICs marked 'R'.
- Take away (2) from (1).
- Enter (3) in column 1e below - if this is a minus amount mark the entry as 'R'.
If more than one contribution Table letter has been used during this employment, steps (1) to (4) should be applied separately to each Table letter.

▲ SSP total ▲ SMP total ▲ OSPP total ▲ ASPP total ▲ SAP total ▲ SLD total

Scheme Contracted-out Number
(For Contracted-out Money Purchase schemes or Contracted-out Money Purchase Stakeholder Pension schemes only)

End of Year Summary

Round down the annual total of the earnings recorded in columns 1b, 1c and 1d to the nearest whole pound

Enter NI contribution Table letter here (see Note 2 overleaf)

▼	1a	1b	1c	1d	1e	1f	S

3	Pay	Tax deducted
£	£ p	£ p
	Pay and tax totals	
	In previous employments	
	In this employment Mark net refund 'R'	
	Total for year	

Where you are using a K code enter the total of the amounts in column 7 for this employment.

Employee's Widows & Orphans/ Life Assurance contributions in this employment

£ p