



For help to fill in this form, see Employer Helpbook E10

For completion by desktop laser printer or other suitable sheet-feed printer. P14 (National Insurance copy) and P60 (for employee) are on separate sheets 1 and 3.

**P14 End of Year Summary 2009-10**

Employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

**INFORMATION ONLY**

For employer's use

Tax Year to 5 April

**Employee's details** Copy from P11

National Insurance number

Date of birth in figures DD MM YYYY

Gender  'M' – male,  'F' – female

Surname

First two forenames

Works/payroll number

Employee's private address including postcode (if known)

**Expenses payments and benefits paid to directors and employees:** Complete form P11D or P9D if appropriate and provide a copy of the information to your employee by 6 July. See booklet CWG2 Employer Further Guide to PAYE and NICs for more details.

**National Insurance contributions in this employment** (Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole £s) From col.1a on P11	Earnings above the LEL, up to and including the ET (whole £s) From col.1b on P11	Earnings above the ET, up to and including the UAP (whole £s) From col.1c on P11	Earnings above the UAP, up to and including the UEL (whole £s) From col.1d on P11	Total of employee's and employer's contributions From col.1e on P11	If amount in col.1e is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the ET From col.1f on P11	Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
	1a £	1b £	1c £	1d £	1e £ p		1f £ p	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Statutory payments included in the pay 'In this employment' figure below**

Statutory Sick Pay (SSP) 1g £ p

Statutory Maternity Pay (SMP) 1h £ p

Statutory Paternity Pay (SPP) 1i £ p

Statutory Adoption Pay (SAP) 1j £ p

**Student Loan deductions**  
In this employment (whole £s) From col.1k on P11

**Pay and Income Tax details**

In previous employment(s) Pay £ p  Tax deducted £ p

In this employment Pay £ p  Tax deducted £ p

Total for year Pay £ p  Tax deducted £ p

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

Final tax code

Date of starting if during tax year to 5 April 2010 DD MM YYYY

Date of leaving if during tax year to 5 April 2010 DD MM YYYY

Payment in Week 53: if included in Pay and Tax, enter '53', '54' or '56' here (See Employer Helpbook E10)

Please keep National Insurance and Tax copies in separate bundles for sending in

For official use

HMRC 07/08

Do not destroy

# P60 End of Year Certificate 2009-10

Your employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

**INFORMATION ONLY**

For employer's use

Tax Year to 5 April

**To the employee:** keep this certificate in a safe place as you will need it if you fill in a Tax Return. You will also need it to make a claim to tax credits or renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. **By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a Tax Return.**

HM REVENUE & CUSTOMS

**Employee's details**

National Insurance number

Gender  'M' - male,  'F' - female

Surname

First two forenames

Works/payroll number

Your private address

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example, your address

**National Insurance contributions in this employment** (Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole £s)	Earnings above the LEL, up to and including the ET (whole £s)	Earnings above the ET, up to and including the UAP (whole £s)	Earnings above the UAP, up to and including the UEL (whole £s)	Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
	£	£	£	£	£ p	
						S
						S
						S
						S

**Statutory payments included in the pay 'In this employment' figure below**

Statutory Maternity Pay (SMP) £ p

Statutory Paternity Pay (SPP) £ p

Statutory Adoption Pay (SAP) £ p

**Student Loan deductions** In this employment (whole £s) £

**Certificate by Employer/Paying Office:**

This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay is included.

**Pay and Income Tax details**

In previous employment(s) Pay £ p Tax deducted £ p

In this employment ★ Pay £ p Tax deducted £ p

Total for year Pay £ p Tax deducted £ p

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

Final tax code

Enter 'R' in this box if net refund

Week 53 payment indicator

**The figures aside marked ★ should be used for your Tax Return, if you get one**