

Your name and address as employer

Tax Year to 5 April
HM Revenue & Customs office name

Employer PAYE reference

INFORMATION ONLY

Employee's details Copy from P11

National Insurance number

Date of birth in figures

DD MM YYYY

Gender

'M' – male, 'F' – female

Surname

Employee's private address including postcode (if known)

First two forenames

Works/payroll number

National Insurance contributions in this employment

(Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NICs 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)	Total of employee's and employer's contributions	If amount in col. 1e is a minus amount, enter 'R' here	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)
	From col. 1a on P11	From col. 1b on P11	From col. 1c on P11	From col. 1d on P11	From col. 1e on P11		From col. 1f on P11	
	1a £	1b £	1c £	1d £	1e £ p		1f £ p	
								S
								S
								S
								S

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

	Pay £ p	Tax deducted £ p	Date of starting if during tax year to 5 April 2011 DD MM YYYY
In previous employment(s)			
In this employment			
Total for year			Date of leaving if during tax year to 5 April 2011 DD MM YYYY

Employee's Widows and Orphans Life Assurance contributions in this employment

INFORMATION ONLY

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

For completion by desktop laser printer or other suitable sheet-feed printer. P14 (Tax copy) and P60 (for employee) are on separate sheets 2 and 3. HMRC 10/09

For official use

Employer's name and address

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

INFORMATION ONLY

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)

National Insurance contributions in this employment

(Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NICs 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)		Total of employee's and employer's contributions			Employee's contributions due on all earnings above the ET			Scheme Contracted-out Number
	1a	£	1b	£	1c	£	1d	£	1e	£	p	1f	£	p	S
															S
															S
															S
															S

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

Pay £ p Tax deducted £ p Enter 'R' in this box if net refund

In previous employment(s) Date of starting if during tax year to 5 April 2011 DD MM YYYY

In this employment Date of leaving if during tax year to 5 April 2011 DD MM YYYY

Total for year

Employee's Widows and Orphans Life Assurance contributions in this employment

£ p

INFORMATION ONLY

See book 53: if included in Pay and Tax enter here (see Employer Helpbook E10)

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

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.

Please keep National Insurance and tax copies in separate bundles for sending in.

Your employer's name and address

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

INFORMATION ONLY

Employee's details

National Insurance number

Surname

First two forenames

Works/payroll number

Gender

'M' - male, 'F' - female

Your private address

National Insurance contributions 'in this employment'

(Note: LEL = Lower Earnings Limit, ET = Earnings Threshold UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

Table with 7 columns: NICs table letter, Earnings at the LEL, Earnings above the LEL, Earnings above the ET, Earnings above the UAP, Employee's contributions due, and Scheme Contracted-out Number.

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

Statutory Maternity Pay (SMP)

Statutory Paternity Pay (SPP)

Statutory Adoption Pay (SAP)

Student Loan deductions

In this employment (whole £s)

Pay and Income Tax details

Pay and Tax deducted fields for previous employment, in this employment, and total for year.

Enter 'R' in this box if net refund

The figures aside marked ★ should be used for your tax return, if you get one

Employee's Widows and Orphans Life Assurance contributions in this employment

INFORMATION ONLY

To the employee: keep this certificate in a safe place. You will need it if you fill in a tax return. You also need it to make a claim for tax credits or to renew your claim.

HM REVENUE & CUSTOMS

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.

Employer: For completion by desktop laser printer or other suitable sheet-feed printer. Forms P14 (National Insurance and Tax copies) are on separate sheets 1 and 2.