

Please detach sheets and make separate bundles of National Insurance and Tax copies before sending in.

Employer's name and address	HM Revenue & Customs office name	Employer PAYE reference
For information only		Tax Year to 5 April 2011

Employee's details *Copy from P11*

National Insurance number	Date of birth in figures DD MM YYYY	Gender <input type="checkbox"/> 'M' – male, <input type="checkbox"/> 'F' – female	Employee's private address (if known)
Surname			Postcode
First two forenames			
Works/payroll number			

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)

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

For information only

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) £ <i>From col.1k on P11</i>
£ p	£ p	£ p	£ p	£

Pay and Income Tax details

	Pay	Tax deducted	Enter 'R' in this box if net refund	Date of starting if during tax year to 5 April 2011
In previous employment(s)	£ p	£ p	<input type="checkbox"/>	DD MM YYYY
In this employment	£ p	£ p	<input type="checkbox"/>	Date of leaving if during tax year to 5 April 2011
Total for year	£ p	£ p		
Employee's Widows & Orphans/Life Assurance contributions in this employment	£ p	Final tax code		

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

Your employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

For information only

Employer's use

Tax Year to 5 April **2011**

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

To the employee: keep this certificate in a safe place as you will need it if you fill in a tax return. You 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

Postcode

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)	Employee's contributions due on all earnings above the ET
	£	£	£	£	£ 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="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>

For information only

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

S

S

S

S

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

Student Loan deductions

Statutory Maternity Pay (SMP)

£ p

Statutory Paternity Pay (SPP)

£ p

Statutory Adoption Pay (SAP)

£ p

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 and Statutory Adoption Pay is included.

Pay and Income Tax details

	Pay	Tax deducted
	£ p	£ p
In previous employment(s)	<input type="text"/>	<input type="text"/>
In this employment ★	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>
Employee's Widows & Orphans/Life Assurance contributions in this employment ★	<input type="text"/>	Final tax code <input type="text"/>

Enter 'R' in this box if net refund

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

Week 53 payment indicator