

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

Please use **black ink** and write firmly to ensure your entries are clear on all three sheets. £ spaces should be filled from the right-hand side.

P14 End of Year Summary 2009-10

007

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

Your name and address as employer

INFORMATION ONLY

Postcode

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

007

Tax Year to 5 April 2010

Employee's details Copy from P11

Date of birth in figures DD MM YYYY

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

National Insurance number

Surname

First two forenames

Works/payroll number

Employee's private address (if known)

Postcode

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)		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)
	1a	£	1b	£	1c	£	1d	£	1e	£		p	1f	
														S
														S
														S
														S

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) £ 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 £ p

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)

For official use

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

Please use black ink and write firmly to ensure your entries are clear on all three sheets

P14 End of Year Summary 2009-10

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

INFORMATION ONLY

For employer's use

Tax Year to 5 April **2010**

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 (if known)

Postcode

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)
	£	p	£	p	£	p	£	p	£	p		£	p	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/>

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) £ From col.1k on P11

Pay and Income Tax details

	Pay	Tax deducted	Date of starting	Date of leaving
	£ p	£ p	DD MM YYYY	DD MM YYYY
In previous employment(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In this employment	<input type="text"/>	<input type="text"/>	<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

Final tax code

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

For official use

HMRC 07/08

Do not destroy

P60 End of Year Certificate 2009-10

Your employer's name and address

INFORMATION ONLY

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April 2010

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

Your private address

Surname

First two forenames

Works/payroll number

Postcode

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	
	£	£	£	£	£	p
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

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

S
S
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INFORMATION ONLY

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

Student Loan deductions

Statutory Maternity Pay (SMP)	Statutory Paternity Pay (SPP)	Statutory Adoption Pay (SAP)	In this employment (whole £s)
£ p	£ p	£ p	

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)		
In this employment ★		
Total for year		
Employee's Widows & Orphans/Life Assurance contributions in this employment ★		Final tax code

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