

Your name and address as employer

Postcode

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

006

Tax Year to 5 April **2008**

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.

**Employee's details** Copy from P11

National Insurance number

Date of birth in figures (if known)  
 Day Month Year Sex  
 DDMMYYYY 'M' - male, 'F' - female

Surname

**INFORMATION ONLY**

First two forenames

Works/payroll no. etc

**National Insurance contributions in this employment**

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

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL)(whole £s only) From col.1a on P11		Earnings above the LEL, up to and including the ET (whole £s only) From col.1b on P11		Earnings above the ET, up to and including the UEL (whole £s only) From col.1c on P11		Total of employee's and employer's contributions From col.1d on P11			If amount in col.1d is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the ET From col.1e on P11		
	1a	£	1b	£	1c	£	1d	£	p		1e	£	p

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

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

Statutory Sick Pay (SSP) 1f £ p

Statutory Maternity Pay (SMP) 1g £ p

Statutory Paternity Pay (SPP) 1h £ p

Statutory Adoption Pay (SAP) 1i £ p

**Student Loan Deductions** in this employment (whole £s only)  
 From col.1j on P11 £

**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						
				<b>Final tax code</b>		

Enter 'R' in this box if net refund

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

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

For official use

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

Employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

# INFORMATION ONLY

For employer's use

Tax Year to 5 April **2008**

Employee's private address (if known)

## Employee's details

Copy from P11

Date of birth in figures (if known)

Day Month Year Sex

National Insurance number

Surname

First two forenames

Works/payroll no. etc

'M' – male, 'F' – female

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, UEL = Upper Earnings Limit)

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

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

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

Statutory Sick Pay (SSP)  
1f £ p

Statutory Maternity Pay (SMP)  
1g £ p

Statutory Paternity Pay (SPP)  
1h £ p

Statutory Adoption Pay (SAP)  
1i £ p

Date of starting if during tax year to 5 April 2008  
Day Month Year

Date of leaving if during tax year to 5 April 2008  
Day Month Year

## Pay and Income Tax details

	Pay £ p	Tax deducted £ 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"/>

Enter 'R' in this box if net refund

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

Final tax code

Student Loan Deductions in this employment (whole £s only)  
From col.1j on P11 £

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

For official use

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 **2 0 0 8**

**Your details**

National Insurance number       Sex  'M' – male,  'F' – female

Surname

First two forenames

Works/payroll no. etc

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

**To the employee:**  
Please keep this certificate in a safe place as **you will need it if you have to fill in a Tax Return or make a claim for Tax Credits.** 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

**National Insurance contributions in this employment**

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

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL)(whole £s only)	Earnings above the LEL, up to and including the ET (whole £s only)	Earnings above the ET, up to and including the UEL (whole £s only)	Employee's contributions	
	£	£	£	£	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"/>

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

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

Statutory Maternity Pay  £  p

Statutory Paternity Pay  £  p

Statutory Adoption Pay  £  p

Student Loan Deductions in this employment (whole £s only) £

**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	£	p	Tax deducted	£	p
In previous employment(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>★ In this employment</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter 'R' in this box if net refund

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

Final tax code

Week 53 payment indicator

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