

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

P14 End of Year Summary **2008-09**

117

Your name and address as employer

HM Revenue & Customs office name

Employer PAYE reference

Tax Year to
5 April

For information only

For employer's use

117

Employee's private address incl. 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 the employee by 6 July. See booklet CWG2, Employer Further Guide to PAYE and NICs, for more details.

Employee's details Copy from P11

Date of birth in figures
Day Month Year

National Insurance number

'M' - male, 'F' - female

Surname

First two forenames

Works/payroll no.

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	Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)				
1a	£	1b	£	1c	£	1d	£ p	1e	£ p	1i	£ p
										S	
										S	
										S	
										S	

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

SSP Statutory Sick Pay	1f	£	p	SMP Statutory Maternity Pay	1g	£	p	SPP Statutory Paternity Pay	1h	£	p	SAP Statutory Adoption Pay	1i	£	p
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Date of starting if during tax year to 5 April 2009
Day Month Year

Date of leaving if during tax year to 5 April 2009
Day Month Year

Pay and Income Tax details

	Pay	£	p	Tax deducted	£	p
In previous employment(s)						
In this employment						
Total for year						

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

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

Final tax code

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

For official use

Please remove sprocket margins and make separate bundles of National Insurance and Tax copies before sending in.

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

P14 End of Year Summary **2008-09**

Please remove sprocket margins and make separate bundles of National Insurance and Tax copies before sending in.

Employer's name and address

For information only

HM Revenue & Customs office name

Employer PAYE reference

Tax Year to
5 April

For employer's use

Employee's private address incl. 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 the 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*
Day Month Year 'M' - male, 'F' - female

Surname

First two forenames

Works/payroll no.

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

Statutory payments included in the pay 'In this employment' figure below	SSP Statutory Sick Pay	SMP Statutory Maternity Pay	SPP Statutory Paternity Pay	SAP Statutory Adoption Pay
	1f	1g	1h	1i
	£ p	£ p	£ p	£ p
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of starting if during tax year to 5 April 2009
Day Month Year

Date of leaving if during tax year to 5 April 2009
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"/>		
		£	p			
Employee's Widows & Orphans/ Life Assurance contributions in this employment	<input type="text"/>			Final tax code	<input type="text"/>	

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

£

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

Do not destroy

P60 End of Year Certificate **2008-09**

Your employer's name and address

For information only

HM Revenue & Customs office name

Employer PAYE reference

Tax Year to
5 April

For employer's use

Your private address

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.

Employee's details

National Insurance number

Surname

First two forenames

Works/payroll no.

'M' - male,
'F' - female

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, 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	Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
	£	£	£	£ p	£ p
					S S S S

Statutory payments

included in the pay 'In this employment' figure below

Statutory Maternity Pay

Statutory Paternity Pay

Statutory Adoption Pay

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.

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 ★	£ p	Final tax code

Enter 'R' in this box if net refund

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

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

P60(Cont.)(2008-09) HM REVENUE & CUSTOMS

Week 53 payment indicator