

Your name and address as employer

For information only

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

Employee's details *Copy from P11*

National Insurance no.

Date of birth Day Month Year Gender 'M' – male, 'F' – female

Surname

First two forenames

Works/ payroll no.

Employee's private address incl. postcode (if known)

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)	Total of employee's and employer's contributions	If amount in col. 1d is a minus amount, enter 'R' here		Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number		
	From col. 1a on P11	From col. 1b on P11	From col. 1c on P11	From col. 1d on P11	£	p	From col. 1e on P11	(For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)		
1a	£	1b	£	1c	£	p	1e	£		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
					1f	£	p	1g	£	p
					1h	£	p	1i	£	p

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

Statutory Sick Pay (SSP)

Statutory Maternity Pay (SMP)

Statutory Paternity Pay (SPP)

Statutory Adoption Pay (SAP)

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"/>

Enter 'R' in this box if net refund

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

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

Final tax code

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

From col. 1j on P11

For official use

For employer's use

783

Date of starting if during tax year to 5 April 2009

Date of leaving if during tax year to 5 April 2009

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.

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**

Employer's name and address

For information only

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

Employee's details

Copy from P11

National Insurance no.

Date of birth in figures

Day Month Year

Gender

'M' – male, 'F' – female

Surname

First two forenames

Works/payroll no.

Employee's private address incl. postcode (if known)

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	£ p	1e	£	1g	£ p

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

Pay and Income Tax details

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

Enter 'R' in this box if net refund

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

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

£ p

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

Final tax code

Day Month Year

For employer's use

Date of starting if during tax year to 5 April 2009

Date of leaving if during tax year to 5 April 2009

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.

Do not destroy

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

Your employer's name and address

For information only

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

Employee's details

National Insurance no.

Surname

First two forenames

Works/payroll no.

Gender

'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

Your private 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
	£	£ p	£	£	(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

Statutory Maternity Pay	£ p
Statutory Paternity Pay	£ p
Statutory Adoption Pay	£ p

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	Week 53 payment indicator
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

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

For employer's use

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

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.