

Your name and address as employer

For information only

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April

228

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

Gender

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
	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)

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

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

From col.1j on P11 £

Pay and Income Tax details

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 £ p	Tax deducted £ 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

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

Please keep National Insurance and Tax copies in separate bundles for sending in

Employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

For information only

For employer's use

Tax Year to 5 April

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 your 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

Gender

National Insurance number

Surname

First two forenames

Works/payroll no.

'M' – male, 'F' – female

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

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

From col.1a on P11

From col.1b on P11

From col.1c on P11

From col.1d on P11

From col.1e on P11

1a £

1b £

1c £

1d £ p

1e £ 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

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

Pay and Income Tax details

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

In previous employment(s) Pay £ p

In this employment

Tax deducted £ p

Enter 'R' in this box if net refund

Total for year

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

Final tax code

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

