

Your employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April **2 0 1 2**

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

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example your address

Employee's details

National Insurance number

INFORMATION ONLY

Gender

'M' - male, 'F' - female

Your private address

Postcode

Surname

First two forenames

Works/payroll number

National Insurance contributions in this employment

(Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

| NICs 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 PT (whole £s) | Earnings above the PT, 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 PT | |
|--------------------------|---|---|---|--|---|---|
| | £ | £ | £ | £ | £ | 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

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

Student Loan deductions

Statutory Maternity Pay (SMP) Ordinary Statutory Paternity Pay (OSPP) Additional Statutory Paternity Pay (ASPP) Statutory Adoption Pay (SAP)

£ p £ p £ p £ p

In this employment (whole £s)

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, Ordinary Statutory Paternity Pay, Additional 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 | | |

Enter 'R' in this box if net refund

◀ The figures aside marked ★ should be used for your tax return, if you get one

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

Final tax code

Week 53 payment indicator