P60 End of Year Certificate

Tax year to 5 April 2011

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. You also need it to make a claim for tax credits or to 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

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

Employee's details

Surname

Forenames or initials

National Insurance number

Works/payroll number

Pay and Income Tax details

	Pay £ p	Tax deducted £ p
In previous employment(s)		
In this employment	★	*if refund mark 'R'*
Total for year		

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

Final tax code

National Insurance contributions in this employment

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL) £	Earnings above the LEL, up to and including the Earnings Threshold (ET) £	Earnings above the ET, up to and including the Upper Accrual Point (UAP) £	Earnings above the UAP, up to and including the Upper Earnings Limit (UEL) £	Employee's contributions due on all earnings above the ET £ p

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

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

Other details

Student Loan deductions in this employment *(whole £s only)* £

To employee

Your employer's full name and address (including postcode)

Employer PAYE reference

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.