

Please detach sheets and make separate bundles of National Insurance and Tax copies before sending in

Your name and address as employer VFM LTD 36 SOHO GARDENS LONDON Postcode W11 6PD		HM Revenue & Customs office name MINSTER	Employer PAYE reference 131 / V30
		For employer's use 006	Tax Year to 5 April 2009
		Employee's private address (if known) 64 ST GEORGE'S ROAD LONDON Postcode SW3 4LD	

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

National Insurance number: **AB123456C**

Date of birth in figures: Day **10**, Month **02**, Year **1963**

Gender: **F** (M - male, F - female)

Surname: **DOE**

First two forenames: **JANE MARY**

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			1e
A	4 2 9 0	6 9 3	1 1 4 9 5	2 7 4 1 . 0 9		1 2 6 6 . 8 7
A	4 2 9 0	6 9 3	1 1 4 9 5	2 7 4 1 . 0 9		1 2 6 6 . 8 7

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

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

Statutory Sick Pay (SSP) 1f	Statutory Maternity Pay (SMP) 1g	Statutory Paternity Pay (SPP) 1h	Statutory Adoption Pay (SAP) 1i

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

£

Pay and Income Tax details

	Pay	Tax deducted	Final tax code
In previous employment(s)	1 2 5 0 . 0 0	1 6 4 . 8 0	
In this employment	1 6 5 0 0 . 0 0	2 2 4 3 . 2 0	
Total for year	1 7 7 5 0 . 0 0	2 4 0 8 . 0 0	5 7 0 L
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)

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