

**Box A** Employer name  
*Business Incorporated*

**Box B** HM Revenue & Customs office name  
*London*

Employer PAYE reference  
*123/4567*

**Box C** Surname  
*Blaggs*

**Box D** First two forenames  
*Joseph John*

**Box E** National Insurance number  
*AB 12 34 56 C*

**Box F** Date of birth DD MM YYYY  
*23 09 1967*

**Box G** Works/payroll number

**Box H** Gender 'M' 'F'

**Box I** Date of starting DD MM YYYY

**Box J** Date of leaving DD MM YYYY

**Box K** Student Loan deductions case (✓/)

**Box L** Tax code †

**Box M** Amended code †

† If amended cross out previous code

Wk/Mth in which applied

Please keep this form for at least three years after the end of the year to which it relates, or longer if you are asked to do so.

**Note 1** Using the P11 Calculator on your Employer CD-ROM is easier and quicker than completing the manual P11. The 'P11 Calculator Guide' on your CD-ROM gives guidance on how to use it. You can find all the Employer Helpbooks in the CD-ROM: E13, Day-to-day payroll; E14, E15, E16, E19 covering statutory payments and the E17, Collection of Student Loans. You can also get copies of the Helpbooks from the Employer Orderline on 08457 646 646. If you need help with your payroll go to www.hmrc.gov.uk or phone the Employer Helpline on 08457 143 143.

**Note 2** In the NI Tables, a letter is shown at the top of each section, for example A, B, C, D. Copy the Table letter you use to the Table letter box in the 'End of Year Summary' overleaf. If the employee's circumstances change part way through a year, the Table letter may change as well. Record all Table letters used and enter separate totals for each one.

**National Insurance contributions**      **Statutory payments**      **PAYE Income Tax**

Month number	Week number	Earnings details				Contribution details		Statutory payments				Student Loan deductions (whole pounds)	Month number	Week number	PAYE Income Tax			K codes only		K codes only		For Employer's use									
		1a	1b	1c	1d	1e	1f	1g	1h	1i	1j				2	3	4a	4b	5	6	6a		6b	7	8						
1	1												1	1																	
1	2												1	2																	
1	3												1	3																	
1	4												1	4																	
2	5												2	5																	
2	6												2	6																	
2	7												2	7																	
2	8												2	8																	
3	9												3	9																	
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7	30												7	30																	
		Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd																			

If the contribution Table letter changed during this part of the tax year, please see Note 2 above. If more than one contribution Table letter has been used during this employment, steps (1) to (4) should be applied separately to each Table letter.

(1) Add all amounts of NICs **not** marked 'R'.  
 (2) Add all amounts of NICs marked 'R'.  
 (3) Take away (2) from (1).  
 (4) If (3) is a minus amount, mark the amount 'R' and carry forward to page 2.

\* If in any week/month the amount in column 4a is more than the amount in column 3, leave column 5 blank.