

Placing your order for employer forms and guidance

Employer CD-ROM

The 2010 CD-ROM includes most of the forms and guidance available from the Employer Orderline, plus a lot more, including:

- calculators to help you work out basic tax and NICs
- forms that you can fill in on screen - some with built-in calculators
- step-by-step help for people new to running basic payroll
- web links to the HM Revenue & Customs website.

Look for this symbol * overleaf which shows those items available on the CD-ROM.

HMRC website

You can visit the employer pages, go to www.hmrc.gov.uk/employers where you can view and download forms and guidance for employers.

Are you ready to file online?

Virtually all employers must now file their Employer Annual Return (P35 and P14s) online. If you have 50 or more employees you must also file your employee starter and leaver forms P45 and P46 online.

Please note that if you are expected to file your Employer Annual Return online you should **not** order paper P14 forms from the Employer Orderline. There are a very small number of exceptions to online filing and details can be found on pages 13 and 14 in Issue 34 (February 2010) of the Employer Bulletin.

Items available in Braille, larger print or audio

For details of employer forms and guidance in Braille, larger print or audio call the Employer Orderline on **08457 646 646** and ask for the Customer Service Team.

If you are hard of hearing and use a textphone, dial the Text Relay service on **0800 95 95 98**. Tell the operator the Employer Orderline's phone number. They will then make contact and relay your order.

Yr Iaith Gymraeg/Welsh language

Ffoniwch **0845 302 1489** i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau.

Your order

First decide which forms or guidance you need. The following pages list the items available. To assist you, we have included prompts to help you identify the new and updated material for this year. If you have a copy of the 2010 CD-ROM, you can view and download most items.

If you need paper versions, place your order:

- on the Internet - available for you to place your order at any time. Go to www.hmrc.gov.uk/employers and follow the on-screen instructions. You can then ignore the rest of this form, or
- call the Employer Orderline using this Order Form.

If you would like us to be able to contact you by email in future, please provide your email address when ordering.

Now

- Make a note of your Employer PAYE Reference to quote in your order (the Employer Orderline operator will ask you for it).

Employer PAYE Reference

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- Log on to our website, go to www.hmrc.gov.uk/employers
- Ring the Employer Orderline on **08457 646 646** and tell the operator which items you want.
Calls may be recorded for training purposes.

The Employer Orderline is open:

- 8.00am to 8.00pm, Monday to Friday
- 10.00am to 1.00pm, Saturday

- You will be given an order number when you have placed your order. Make a note of this number.

Orderline order number

Date of call DD MM YYYY

- keep this form as a record of your order.

Delivery

You should receive your paper forms and guidance within seven working days. If there are any problems, call the Employer Orderline on **08457 646 646**.

Finishing the tax year 2009-10

Reporting pay and deductions

Forms updated *order the new versions.*

If you are filing your end of year returns online and only need P60s, order

- **P60(Single Sheet)(2009-10)**
Certificate of Pay and Income Tax and NICs
- **P60(Continuous-Portrait)(2009-10)**
- **P60(LaserSheet-Landscape)(2009-10)**
- **P60(LaserSheet-Portrait)(2009-10)**

P14 Forms

A paper form P14 should only be completed for each employee if you are an employer who is exempt from filing your End of Year Returns online. (See Employer Bulletin Issue 34 February 2010 for details).

You can keep an electronic copy of the P14 (End of Year Summary), it doesn't have to be a paper one.

If you need a paper copy of the P14 for your own purposes, you can download and/or print the form from the Employer CD ROM or from the HMRC website www.hmrc.gov.uk/employers

Paper P14s will continue to be available for those employers who are exempt from online filing should they wish to order them by ringing the Employer Orderline on **08457 646 646**.

Forms updated *sent with your Employer Annual Return form P35PN by end March 2010. You can order extra copies.*

P38A(2010)*- Employer's supplementary return *Extra copies*
For employees you paid without deducting tax and National Insurance contributions in 2009-10.

E10(2010)* - Finishing the tax year up to 5 April 2010 *Quantity*

Reporting expenses payments and benefits

Forms updated *sent automatically*

P11D(b)(2009)* Return of Class 1A National Insurance contributions due. Return of expenses and benefits. Employer's declaration. The form is sent to you, if appropriate, by the end of April. If you do not receive one, contact your HM Revenue & Customs office.

Forms updated *order the new versions*

P11D (2010)* Return of expenses payments and benefits - for employees earning £8,500 or more per year, and directors. *One per employee*

P9D (2010)* Return of expenses payments and income from which tax cannot be deducted - for employees earning less than £8,500 per year.

The forms and guidance below will help you complete your P11D, download or order the 2010 version if required.

	<i>Quantity</i>
P11D WS1(2010)* Working Sheet 1 - Living accommodation	<input type="text"/>
P11D WS2(2010)* Working Sheet 2 - Car and fuel benefits	<input type="text"/>
P11D WS3(2010)* Working Sheet 3 - Vans available for private use	<input type="text"/>
P11D WS4(2010)* Working Sheet 4 - Interest-free and low interest loans	<input type="text"/>
P11D WS5(2010)* Working Sheet 5 - Relocation expenses and payments	<input type="text"/>
P11D WS6(2010)* Working Sheet 6 - Mileage allowance payments and passenger payments	<input type="text"/>
P11D Guide(2010)* Guide to P11D completion	<input type="text"/>
P11D(INT)(2010) Details of official rates of interest in 2009-10. This guide helps you to work out the benefit on interest-free and low interest loans given to employees. Available mid-late March.	<input type="text"/>

Starting or continuing the tax year 2010-11

Reporting pay and deductions

Download or order *the new versions below*

P9X(2010)* Tax codes from 6 April 2010. This tells you how to change your individual employees tax codes.	Quantity <input type="text"/>
P11(2010)* Deductions Working Sheet. As an alternative to this form, you can use the P11 calculator on your Employer CD-ROM. This is the quickest and easiest way to calculate and record PAYE tax and NICs.	<input type="text"/>
P32(2010)* Employer payment record. 'The big yellow form.'	<input type="text"/>

Guidance and Tables updated you can download from the CD-ROM

Employer CD-ROM 2010 Containing most employer forms, guidance and tables. See page 1 for details.	Quantity <input type="text"/>
E11(2010)* - Starting the tax year from 6 April 2010	<input type="text"/>
E12(2010)* - PAYE and NICs rates and limits for 2010-11	<input type="text"/>
E13(2010)* - Day-to-day payroll	<input type="text"/>
E14(2010)* - Employer Helpbook for Statutory Sick Pay	<input type="text"/>
CA38(2010)* National Insurance contributions Tables A and J	<input type="text"/>
Taxable Pay Tables* - Calculator Tax tables B to D (April 2010)	<input type="text"/>
Manual Tax tables B to D (April 2010)	<input type="text"/>

Not Contracted-out Tables

CA40(2010)* National Insurance contributions Tables A and B employee only contributions (for employers or employees authorised to pay their own contributions).	Quantity <input type="text"/>
CA41(2010)* National Insurance contributions Table B (for employees who are married women or widows and pay reduced rate contributions) and Table C (for employees over State Pension Age where employer only contributions are due).	<input type="text"/>

Contracted-out Tables previously sent automatically to some employers during February	Quantity
CA39(2010)* National Insurance contributions Tables D, E and L for employers with Contracted-Out Salary Related Schemes (COSRS).	<input type="text"/>
CA43(2010)* National Insurance contributions Tables F, G and S for employers with Contracted-Out Money Purchase Schemes (COMPS).	<input type="text"/>

Guidance and Tables unchanged continue using version below

Pay Adjustment Tables A (1993 version)* covering tax 'free' pay	Quantity <input type="text"/>
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Recording expenses payments and benefits

Forms and guidance updated you can download or order the paper versions if you prefer

480(2010)* Expenses and Benefits - a tax guide	Quantity <input type="text"/>
490* Employee Travel - a tax and NICs guide for employers	<input type="text"/>
CA33(2010)* Class 1A NICs on Cars and Fuel - Employer manual	<input type="text"/>
CWG5(2010)* Class 1A NICs on benefits in kind, a guide for employers	<input type="text"/>
P46(Car)* Notification of car provided for private use	<input type="text"/>

Guidance unchanged

C/FS Complaints and Putting Things Right	Quantity <input type="text"/>
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Other guidance

Guidance updated you can download or order the paper versions if you prefer

CWG2(2010)* Employer's Further guide to PAYE and NICs	Quantity <input type="text"/>
CA44(2010)* National Insurance for Company Directors	<input type="text"/>

Events during the tax year 2010-11

If you take on a new employee

Forms updated download or order the new versions.
Please give your Employer PAYE Reference when ordering.

	Quantity
P38S(2010)* Notification of student employed during the holidays	<input type="text"/>

Forms unchanged continue using old stock

	Quantity
CA6855* National Insurance number trace <i>continue using old stock</i>	<input type="text"/>
P46* Employer's notice to HM Revenue & Customs office of a new employee without a P45	<input type="text"/>

If an employee is to become a parent

Forms and guidance updated you can download or order the paper versions if you prefer

For parents:	
• E15(2010)* Employer Helpbook for Statutory Maternity Pay	Quantity <input type="text"/>
• SC3* Becoming a Parent	<input type="text"/>
Maternity Pay:	
• SMP2 Statutory Maternity Pay Record Sheet <i>Order one per employee</i>	<input type="text"/>
Adoption Pay:	
• E16(2010)* Employer Helpbook for Statutory Adoption Pay	<input type="text"/>
• SAP2 Statutory Adoption Pay Record Sheet. <i>Order one per employee</i>	<input type="text"/>
• SAP1* Why I cannot pay you Statutory Adoption Pay. <i>Order one per employee</i>	<input type="text"/>
Paternity Pay:	
• E19(2010)* Employer Helpbook for Statutory Paternity Pay	<input type="text"/>
• SPP1* Why I cannot pay you Statutory Paternity Pay. <i>Order one per employee</i>	<input type="text"/>

Forms unchanged continue using old stock

	Quantity
Adoption Pay:	
• SC4* Becoming a Parent (Adoption)	<input type="text"/>
Paternity Pay:	
• SPP2 Statutory Paternity Pay Record Sheet <i>Order one per employee</i>	<input type="text"/>

If an employee is sick

Forms and guidance updated order the new versions unless you have them already

	Quantity
SC2 Self Certificate 2 - Employee's statement of sickness	<input type="text"/>
SP32 Late claim for recovery and NIC compensation of statutory payments SSP/SMP/SAP/SPP	<input type="text"/>
SSP2 Statutory Sick Pay Record Sheet	<input type="text"/>

If an employee leaves

Forms unchanged P45 forms are available to order (in 3 part and 4 part sets). Please advise the Orderline operator which version you require. Please give your Employer PAYE Reference when ordering.

	Quantity
• P45 (Manual) 4 part form for manual completion	<input type="text"/>
• P45 (Laser Sheet) 3 part form for use in a laser (or non-impact) printer	<input type="text"/>
• P45 (Laser Sheet) 4 part form for use in a laser (or non-impact) printer	<input type="text"/>
• P45 (Laser Sheet) 3 part collated form for use in a laser (or non-impact) printer	<input type="text"/>
• P45 (Continuous)(E) 3 part form for use in an impact printer. Only used by an employer who has registered to submit Part 1 of form P45 online	<input type="text"/>
• P45 (Continuous) 4 part form for use in an impact printer	<input type="text"/>
• P45 (Laser Continuous) 4 part form for use in a high speed laser printer	<input type="text"/>

If an employee retires on a pension paid by you

	Quantity
P46(Pen) Employee retiring on a pension paid by employer	<input type="text"/>

If an employee has to repay a Student Loan

Guidance updated order the new version

	Quantity
E17 Collection of Student Loans - Employer's Guide	<input type="text"/>

Tables unchanged

	Quantity
SL3 Student Loans Deduction Tables	<input type="text"/>

If the item you need is not listed on this Order Form (for example payslip booklet) please contact your HM Revenue & Customs office for advice