

Placing your order for employer forms and guidance

Employer CD-ROM

The 2009 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.

Do it online

You can file a range of PAYE forms online using HMRC's Online Returns and Forms product or third party software. For more information go to www.hmrc.gov.uk/payee/onlinefiling.htm

And you can visit the employer pages at www.hmrc.gov.uk/employers where you can view forms and guidance for employers and order stationery.

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 Tynetalk 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.

Delivery

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

Your order

First decide which forms or guidance you need.

If you have a copy of the 2009 CD-ROM, you can view and download most of these.

If you need or prefer paper versions of any item, there are three ways to 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.
- Fax the Employer Orderline by using the Fax Order Form.
- 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.

Next work through pages 2 to 4 noting:

- which forms and guidance you need, and
- how many copies.

To assist you, we have included prompts to help you identify the new and updated material for this year.

Then:

- make a note of your Employer PAYE Reference (the Employer Orderline operator will ask you for it).

Employer PAYE Reference

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- 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:

- 08.00 to 20.00 Monday to Friday and
- 10.00 to 13.00 on Saturday

- You will be given an order number at the end of your call. Make a note of this number.

Orderline order number

Date of call DD MM YYYY

- keep this form as a record of your order. Additional copies are available from the Employer Orderline.

Finishing the tax year 2008-09

Reporting pay and deductions

Forms updated *order the new versions*

You must complete a form **P14/P60** (End of Year Summary) for each employee who worked for you in 2008-09.

If you fill in P14s...

by hand:

One per employee

- **P14(Manual)(2008-09)** *includes P60 copy*

But if you only need P60s, order...

- **P60(Single Sheet)(2008-09)**

Certificate of Pay and Income Tax and NICs

by impact printer:

- **P14(Continuous-Landscape)(2008-09)**

includes P60 copy

- **P14(Continuous-Portrait)(2008-09)**

includes P60 copy

But if you only need P60s, order

- **P60(Continuous-Portrait)(2008-09)**

by laser printer:

- **P14(LaserSheet-Landscape)(2008-09)**

includes P60 copy

- **P14(LaserSheet-Portrait)(2008-09)**

includes P60 copy

But if you only need P60s, order...

- **P60(LaserSheet-Landscape)(2008-09)**

- **P60(LaserSheet-Portrait)(2008-09)**

Forms updated *sent with your Employer's Annual Return form P35 by end March 2009. You can order extra copies.*

P38A(2009)* Employer's supplementary return

Extra copies

For employees you paid without deducting tax and National Insurance contributions in 2008-09.

Forms unchanged *sent with your Employer's Annual Return form P35 by end March 2009. You can order extra copies or continue using old stock.*

P35(CS)* Employer's Annual Return form P35

Extra copies

Continuation Sheet. The form P35 has space for details of 10 employees. You will get up to six continuation sheets with your form P35, and these have room for 50 more.

Guidance updated

E10* - Finishing the tax year up to 5 April 2009

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 (2009)* Return of expenses payments and benefits - for employees earning £8,500 or more per year, and directors.

One per employee

P9D (2009)* Return of expenses payments and income from which tax cannot be deducted - for employees earning less than £8,500 per year.

Forms updated *these Working Sheets can be used for calculating the cash equivalent of certain benefits. Order the new versions if required.*

P11D WS1(2009)* Working Sheet 1 - Living accommodation

Quantity

P11D WS2(2009)* Working Sheet 2 - Car and fuel benefits

P11D WS3(2009)* Working Sheet 3 - Vans available for private use

P11D WS4(2009)* Working Sheet 4 - Interest-free and low interest loans

P11D WS5(2009)* Working Sheet 5 - Relocation expenses and payments

P11D WS6(2009)* Working Sheet 6 - Mileage allowance payments and passenger payments

Guidance updated *order the new versions*

P11D Guide(2009)* Guide to P11D completion

Quantity

P11D(INT)(2009) Details of official rates of interest in 2008-09. This guide helps you to work out the benefit on interest-free and low interest loans given to employees. Available mid-late March.

Starting or continuing the tax year 2009-10

Reporting pay and deductions

Forms updated *order the new versions*

P9X(2009)* Tax codes from 6 April 2009. This tells you how to change your individual employees' tax codes.	Quantity <input type="text"/>
P11(2009)* 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.	One per employee <input type="text"/>
P32(2009)* Employer payment record 'The big yellow form.'	One plus any spares <input type="text"/>

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

Employer CD-ROM 2009 Containing most employer forms, guidance and tables. See page 1 for details. If you prefer the paper version of the main items previously available in the Employer Pack - order the following.	Quantity <input type="text"/>
E3(2009)* - Order Form	<input type="text"/>
E4(2009)* - Fax Order Form	<input type="text"/>
E11* - Starting the tax year from 6 April 2009	<input type="text"/>
E12* - PAYE and NICs rates and limits for 2009-10	<input type="text"/>
E13* - Day-to-day payroll	<input type="text"/>
E14* - Employer Helpbook for Statutory Sick Pay	<input type="text"/>
CA38(2009)* National Insurance contributions Tables A and J	<input type="text"/>
Taxable Pay Tables* - Calculator Tax tables B to D (April 2009)	<input type="text"/>
Manual Tax tables B to D (April 2009)	<input type="text"/>

Not Contracted-out Tables

CA40(2009)* 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(2009)* 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

CA39(2009)* National Insurance contributions Tables D, E and L for employers with Contracted-Out Salary Related Schemes (COSRS).	Quantity <input type="text"/>
CA43(2009)* 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	Spare copies <input type="text"/>
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Recording expenses payments and benefits

Guidance updated you can download from the CD-ROM or order the paper versions if you prefer

480(2009)* Expenses and Benefits - a tax guide	Quantity <input type="text"/>
490* Employee Travel - a tax and NICs guide for employers	<input type="text"/>
CA33(2009)* Class 1A NICs on Cars and Fuel - Employer manual	<input type="text"/>
CWG5(2009)* Class 1A NICs on benefits in kind, a guide for employers	<input type="text"/>

Forms and Guidance unchanged *continue using old stock*

P46(Car)* Notification of car provided for private use	Spare copies <input type="text"/>
C/FS Complaints and Putting Things Right	<input type="text"/>

Other guidance

Guidance updated you can download from the CD-ROM or order the paper versions if you prefer

CWG2(2009)* Employer's Further guide to PAYE and NICs	Quantity <input type="text"/>
CA44(2009)* National Insurance for Company Directors	<input type="text"/>
Employer Bulletin* - highlights what's new in tax and National Insurance for employers	<input type="text"/>

Events during the tax year 2009-10

If you take on a new employee

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

	Quantity
P38S(2009) Notification of student employed during the holidays	<input type="text"/>

Forms unchanged continue using old stock

	Quantity
CA6855* National Insurance number trace continue using old stock	<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 these from the CD-ROM or order the paper versions if you prefer

	Quantity
For Parents:	
• E15* Employer Helpbook for Statutory Maternity Pay	<input type="text"/>
• SC3* Becoming a Parent	<input type="text"/>
Maternity Pay:	
• SMP2 Statutory Maternity Pay Record Sheet Order one per employee	<input type="text"/>
Adoption Pay:	
• E16* Employer Helpbook for Statutory Adoption Pay	<input type="text"/>
• SAP2 Statutory Adoption Pay Record Sheet Order one per employee	<input type="text"/>
• SAP1* Why I cannot pay you Statutory Adoption Pay Order one per employee	<input type="text"/>
Paternity Pay:	
• E19* Employer Helpbook for Statutory Paternity Pay	<input type="text"/>
• SPP1* Why I cannot pay you Statutory Paternity Pay Order one per employee	<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 Order one per employee	<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 Order one per employee	<input type="text"/>
SP32 Late claim for recovery and NIC compensation of statutory payments SSP/SMP/SAP/SPP Order one per employee	<input type="text"/>
SSP2 Statutory Sick Pay Record Sheet	<input type="text"/>

If an employee leaves

Forms updated

Please note that existing versions of P45 forms can only be used until 5 April 2009. A new range of A4 sized P45 forms is available to order (in 3 part and 4 part sets) which must be used from 6 April. 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 (Continuous) 4 part form for use in an 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 (Laser Continuous) 4 part form for use in a high speed laser printer	<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"/>

If an employee retires on a pension paid by you

Forms updated order the new forms unless you have them already

	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 Loan Deduction Tables	<input type="text"/>