

Summary of employees and directors

You must:

- list each employee or director for whom you have completed a revised form P11 *Deductions Working Sheet* (or equivalent record). If you have more than eight entries, please prepare P35(RL)(CS) Continuation Sheets
- make sure that all forms P14 are enclosed with this return.

Employee name Put an asterisk (*) by the name if the person is a director	Tick this box if tax has not been recovered in full from the employee	National Insurance contributions (NICs)		Income Tax from this employment	
		A Total NICs from the original P11	B Total NICs from the revised P11	D Income Tax originally deducted	E Revised amount of Income Tax deducted
<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
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<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Totals		£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Total of column B
minus column A 1 £

Total of box C
on continuation sheet 2 £

Total NICs (1 + 2) 3 £

Total of column E
minus column D 4 £

Total of box F
on continuation sheet 5 £

Total Income Tax (4 + 5) 6 £

Total NICs and Income Tax (3+6) 7 £

Less already paid in respect of retrospective liability 8 £

Total now payable (7 minus 8) 9 £

Other information

Have you sent a form P14, *End of Year Summary* for every person for whom you were obliged to send one?

No Yes

If you have a Contracted-out pension scheme, enter your Employer's Contracted-out number (ECON) from your contracting-out certificate

E 3

Employer certificate and declaration

I declare and certify that:

- forms P14 *End of Year Summary* for each employee or director for whom I was required to complete a form P11 *Deductions Working Sheet* (or equivalent record) are all enclosed
- all the details on this form and any forms enclosed or sent separately are fully and truly stated to the best of my knowledge and belief.

Employer signature

Date *DD MM YYYY*

Please print your name

Please give a daytime phone number.

It will help speed things up if we need to talk to you about your return.

Capacity in which signed

By law this return must reach us by 19 May