

Employee's details in CAPITALS

Box A Employer's name

Box B Inland Revenue office and Employer's PAYE reference

Box C Surname

Box D First two forenames

Box E National Insurance number

Box F Date of birth in figures
Day Month Year

Box G Works/payroll no. etc

Box H Date of starting in figures
Day Month Year

Box I Date of leaving in figures
Day Month Year

Box J Student Loan Deductions case (✓)

Turn over page for Weeks 31-52 (Months 8-12) and End of Year Summary boxes

Please keep this form for at least 3 years after the end of the year to which it relates, or longer if you are asked to do so.

Notes:

- For guidance on earnings, National Insurance and completing columns 1a to 1i, see Employer's Help Cards. For guidance on Statutory Sick Pay figures, see booklet CA30; and for Statutory Maternity Pay figures, see booklet CA29. For guidance on Student Loan Deductions, see Card 22 of Employer's Help Cards.

If you need further assistance, please contact the Employer's Helpline on 0845 7 143 143.

- In the NI Tables, a letter is shown at the top of each section, for example A, B, C, D or E. 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.

Box K Tax code † † If amended cross out previous code

Box L Amended code † Wk/Mth in which applied

Box M Tax Credits

If authorised to make payments to employee, you can record 'start', 'daily rate' and 'stop' details here. Record amounts paid to employee in column 9.

Start Date			Daily Rate		Stop Date		
Day	Month	Year	£	p	Day	Month	Year

Note 3:
For guidance on PAYE Income Tax, Tax Credits and completing columns 2 to 9, see Employer's Help Cards

- Card 8 is for general completion
- Card 9 has an example of a suffix tax code in use
- Card 10 is specifically for K codes, and includes an example
- Card 23 is for Tax Credits.

National Insurance contributions Note: LEL = Lower Earnings Limit, UEL = Upper Earnings Limit

PAYE Income Tax and Tax Credits

Month no	Week no	For Employer's use	Earnings details			Contribution details		Rebate details (for contracted-out employee only)		Statutory Sick Pay paid to employee in the week or month included in column 2	Statutory Maternity Pay paid to employee in the week or month included in column 2	Student Loan Deductions
			1a £	1b £	1c £	1d £ p	1e £ p	1f £ p	1g £ p			
1	1											
1	2											
1	3											
1	4											
2	5											
2	6											
2	7											
2	8											
3	9											
3	10											
3	11											
3	12											
3	13											
4	14											
4	15											
4	16											
4	17											
5	18											
5	19											
5	20											
5	21											
6	22											
6	23											
6	24											
6	25											
6	26											
7	27											
7	28											
7	29											
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

Month no	Week no	Pay in the week or month including Statutory Sick Pay/ Statutory Maternity Pay	Total pay to date	Total free pay to date *	K codes only		Total tax due to date as shown by Taxable Pay Tables	K codes only			Tax Credits	
					4b £ p	5 £ p		6a £ p	6b £ p	7 £ p		8 £ p
1	1											
1	2											
1	3											
1	4											
2	5											
2	6											
2	7											
2	8											
3	9											
3	10											
3	11											
3	12											
3	13											
4	14											
4	15											
4	16											
4	17											
5	18											
5	19											
5	20											
5	21											
6	22											
6	23											
6	24											
6	25											
6	26											
7	27											
7	28											
7	29											
7	30											
												Total c/fwd

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

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Day Month Year

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Box H Date of starting in figures

Day Month Year

Box I Date of leaving in figures

Day Month Year

Box J Student Loan Deductions case (✓)

Box K Tax code † † If amended cross out previous code

Box L Amended code † Wk/Mth in which applied

Box M Tax Credits

If authorised to make payments to employee, you can record 'start', 'daily rate' and 'stop' details here. Record amounts paid to employee in column 9.

Start Date			Daily Rate		Stop Date		
Day	Month	Year	£	p	Day	Month	Year

Please keep this form for at least 3 years after the end of the year to which it relates, or longer if you are asked to do so.

See Notes 1 and 2 overleaf

See Note 3 overleaf

National Insurance contributions Note: LEL = Lower Earnings Limit, UEL = Upper Earnings Limit

PAYE Income Tax and Tax Credits

Month no	Week no	For Employer's use	Earnings details			Contribution details		Rebate details (for contracted-out employee only)		Statutory Sick Pay paid to employee in the week or month included in column 2	Statutory Maternity Pay paid to employee in the week or month included in column 2	Student Loan Deductions
			1a £	1b £	1c £	1d £ p	1e £ p	1f £ p	1g £ p			
Bt/fwd Mth 7	Bt/fwd Wk 30		Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd
8	31											
	32											
	33											
	34											
	35											
9	36											
	37											
	38											
	39											
10	40											
	41											
	42											
	43											
	44											
	45											
	46											
11	47											
	48											
	49											
	50											
	51											
12	52											
	§											

Month no	Week no	Pay in the week or month including Statutory Sick Pay/ Statutory Maternity Pay	Total pay to date	Total free pay to date *	K codes only		Total taxable pay to date i.e. column 3 minus column 4a or column 3 plus column 4b *	Total tax due to date as shown by Taxable Pay Tables	K codes only		Tax deducted or refunded in the week or month Mark refunds 'R'	K codes only		Tax Credits
					4b £ p	5 £ p			6a £ p	6b £ p		7 £ p	8 £ p	
Bt/fwd Mth 7	Bt/fwd Wk 30	2 £ p	3 £ p	4a £ p	4b £ p	5 £ p	6 £ p	6a £ p	6b £ p	7 £ p	8 £ p	9 £ p	Bt/fwd	
8	31													
	32													
	33													
	34													
	35													
9	36													
	37													
	38													
	39													
10	40													
	41													
	42													
	43													
	44													
	45													
	46													
11	47													
	48													
	49													
	50													
	51													
12	52													
	§													

§ Complete this line if pay day falls on 5 April.

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

Enter NI Contribution Table Letter here (see Note 2 overleaf)

End of Year Summary

1a	1b	1c	1d	1e

▲ Total of 1f+1g

Enter this amount in box 1f on form P14

Enter this amount in box 1f+1g on form P14

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

S									
S									
S									
S									

Enter total £s only on form P14 (ignore pence)

3	Pay	£	p

Pay and Tax totals

In previous employments

In this employment Mark net refund 'R'

Total for year

6	Tax deducted	£	p

Where you are using a K code enter the total of the amounts in column 7 for this employment.

Employee's Widows & Orphans/ Life Assurance contributions in this employment

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Tax Credits in this employment

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