



## ***Special contribution under the Social Security Contributions (Share Options) Act 2001***

If you want to settle the secondary NICs liability on share options granted in the period **6 April 1999 to 19 May 2000**, you **must** supply the following information and make payment by the **10 August 2001**.

### **You do not have to notify us if**

- your 'deemed gain' on the 7 November is nil, for example, because the share price on that date is less than the exercise price **or**
- the shares were not readily convertible assets (RCAs) on that date. *Tax Bulletin 36 (September 1998 issue)* gives a full definition of RCAs. You can find this on our website at [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk).

However, you may want to fill in the details and keep them for your own records.

Name of employer	Address
Collection reference number	PAYE reference number
Total amount of Special Contribution due In respect of this notification. <i>(From column E on page 2)</i>	£



## Shares valuation

1. What was the share value on 7 November 2000? £  for each share.  
*(Use this figure to work out the amount of the special contribution for the share options listed on page 2).*
2. If your shares are **unlisted**, has the value shown above been agreed with  
Inland Revenue Shares Valuation? YES  NO

## Payment *(Tick as appropriate)*

1. Is **full** payment of the special contribution enclosed? YES  NO
2. If **full** payment is not enclosed, please let us know when and how  
payment was made.
3. If the above share options were exercised **before** 11 May 2001,  
have you paid any NICs on gains made **before** this notice? YES  NO
4. If 'yes', please provide a schedule with the necessary details so we may offset this  
against the special contribution due and arrange a refund, where necessary.

## Declaration

- I understand and accept that once I submit this notification it cannot be withdrawn and that if I fail to pay the special contribution as notified within the statutory time limit I will remain liable to Class 1 National Insurance contributions on the actual gains arising on these options.
- I understand that where the options included in the settlement are assigned or released (e.g. on rollover) for an amount which exceeds their value there may be Class 1 due on the proportion in excess of parity.
- I declare that in the case of a joint election covering part of the liability both parties to the election have agreed to the settlement of the liability shown above and to the giving of this notice.
- I declare that, in the case of a joint election that, where I am giving notice on behalf of my employee who is paying the Special Contribution, I hold evidence of their consent to this notice.
- I declare that I am a person who meets the requirements of Section 108 of the Taxes Management Act 1970 in relation to the company giving this notice, and the information I have provided in this notice is correct and complete to the best of my knowledge and belief.

Name	
Position in company	
Contact telephone number	
Signature	
Date	

## How to Pay

The safest way of ensuring that payment reaches us on time is to pay us electronically. We recommend that you pay by Direct Credit (BACS) or CHAPS. To make a BACS or CHAPS payment you need to provide our bank account details. These are:

- Destination Sort Code           **10-14-99**
- Destination Account No       **68035000**
- Destination Account Name     **68002 NI FUND**

You **also** need to show

- the words 'Share Option' in place of a reference number, and
- your name (the first 18 characters)

**In the interests of security and efficiency we recommend you make payment by Direct Credit (BACS) or CHAPS.**

We can also accept payment by post. If you decide to post your payment please

- make your cheque payable to 'INLAND REVENUE ONLY (Share Option)', **and**
- send your cheque, with the notification by first class post to the address at the top of this letter.

To ensure a cheque sent in the post reaches us on time, we suggest you send your payment no later than 3 working days **before** the end of the 92 day period allowed for payment.

Please return the notice **and** payment to the following address:

**Inland Revenue National Insurance  
Contributions Office  
Room BP2101  
Share Options Group  
Longbenton  
Newcastle  
NE98 1ZZ**

**Telephone:** 0191 225 5176