

Your name and address as employer

Postcode

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

007

Tax Year to 5 April 2015

**Employee's details**

National Insurance number

Surname

First two forenames

Works/payroll number

Date of birth in figures  
DD MM YYYY

Gender  
'M' - male, 'F' - female

Employee's private address (if known)

Postcode

**Expenses payments and benefits paid to directors and employees:**  
Complete form P11D or P9D if appropriate and provide a copy of the information to your employee **by 5 July**. See booklet CWG2 Employer Further Guide to PAYE and NICs for more details.

**National Insurance contributions in this employment** (Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NICs table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole £s)	Earnings above the LEL, up to and including the PT (whole £s)	Earnings above the PT, up to and including the UAP (whole £s)	Earnings above the UAP, up to and including the UEL (whole £s)	Total of employee's and employer's contributions	If amount in col. 1e is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the PT				
	1a	1b	1c	1d	1e		£	p	1f	£	p

**Statutory payments included in the pay 'In this employment' figure below**

Statutory Sick Pay (SSP)	Statutory Maternity Pay (SMP)	Ordinary Statutory Paternity Pay (OSPP)	Additional Statutory Paternity Pay (ASPP)	Statutory Adoption Pay (SAP)
1g	1h	1i	1j	1k
£	£	£	£	£

**Student Loan deductions**

In this employment (whole £s)

£

**Pay and Income Tax details**

	Pay	Tax deducted	Date of starting if during tax year to 5 April 2015	Date of leaving if during tax year to 5 April 2015
	£	£	DD MM YYYY	DD MM YYYY
In previous employment(s)				
In this employment				
Total for year				

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

Final tax code

Payment in Week 53: if included in Pay and Tax, enter '53', '54' or '56' here

For official use

Your employer's name and address

[Redacted]

Employer PAYE reference

[Redacted] / [Redacted]

For employer's use

Tax Year to 5 April **2015**

**To the employee:** keep this certificate in a safe place as you will need it if you fill in a tax return. You also need it to make a claim to tax credits or renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. **By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.**  
 HM Revenue & Customs

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example your address

**Employee's details**

National Insurance number [Redacted]

Gender  'M' - male,  'F' - female

Surname [Redacted]

First two forenames [Redacted]

Works/payroll number [Redacted]

Your private address

[Redacted]

Postcode [Redacted]

**National Insurance contributions in this employment**

(Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NICs table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL)(whole £s)	Earnings above the LEL, up to and including the PT (whole £s)	Earnings above the PT, up to and including the UAP (whole £s)	Earnings above the UAP, up to and including the UEL (whole £s)	Employee's contributions due on all earnings above the PT
	£	£	£	£	
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted] . [Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted] . [Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted] . [Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted] . [Redacted]

**Statutory payments included in the pay 'In this employment' figure below**

**Student Loan deductions**

Statutory Maternity Pay (SMP) £ p [Redacted]

Ordinary Statutory Paternity Pay (OSPP) £ p [Redacted]

Additional Statutory Paternity Pay (ASPP) £ p [Redacted]

Statutory Adoption Pay (SAP) £ p [Redacted]

In this employment (whole £s) [Redacted]

**Certificate by Employer/Paying Office:**  
 This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Ordinary Statutory Paternity Pay, Additional Statutory Paternity Pay and Statutory Adoption Pay is included.

**Pay and Income Tax details**

	Pay	Tax deducted
	£ p	£ p
In previous employment(s)	[Redacted] . [Redacted]	[Redacted] . [Redacted]
In this employment ★	[Redacted] . [Redacted]	[Redacted] . [Redacted]
Total for year	[Redacted] . [Redacted]	[Redacted] . [Redacted]
Employee's Widows & Orphans/Life Assurance contributions in this employment ★	[Redacted] . [Redacted]	

Final tax code [Redacted]

Enter 'R' in this box if net refund

◀ The figures aside marked ★ should be used for your tax return, if you get one

Week 53 payment indicator [Redacted]