HM Revenue & Customs

Statutory Adoption Pay (SAP) record sheet

About this form

This form is for you to use to record details of your employee's Statutory Adoption Pay (SAP), you must keep these details.

Keeping an accurate record will help make sure you pay the correct amount of SAP. You do not have to use this form, but you may find it helpful. You must keep SAP records for at least 3 years after the end of the tax year to which they relate.

How to use this SAP record sheet

This record sheet is in 2 parts. Please read these notes and fill in:

- **Record of notification of adoption absence** when your employee tells you the date they want to start their adoption absence and as their adoption absence begins

- **Record of SAP period** when their pay period is about to start, making any additional notes in the `Notes' box, if appropriate. You must keep a record of this period even if your employee cannot get SAP for any week or does not come back to work afterwards. If they do not qualify for SAP from the start you only need to fill in the first week of the record

More help and information

For more information on how and when you must pay SAP and what records you must keep, go to **www.gov.uk/employers-adoption-pay-leave/records**

If you need help with this form or with the SAP scheme, please phone the Employer Helpline on **0300 200 3200**.

Record of notification of adoption absence

Surname or family name

First name(s)

National Insurance number

Tax year ending 5 April | 2 | 0 | | |

Enter the date your employee intends to start their adoption absence.
Enter the date as soon as you know it. DD MM YYYY

Enter the date they told you about their adoption absence.
You will find it useful to have a record of this date if you decide not to pay SAP because your employee has told you less than 28 days before they want to start their adoption absence. DD MM YYYY

Enter the date they started their adoption absence.
Fill in this date if it is different from the intended start date of adoption absence. DD MM YYYY

When were they told by the adoption agency that they had been matched with a child for adoption? DD MM YYYY

When did they expect the child to be placed with them? DD MM YYYY

When was the child placed with the employee?
Fill in this date if it is different from the date above. DD MM YYYY

If the child was adopted from abroad, when did your employee receive official notification from the relevant UK authority? DD MM YYYY

If the child was adopted from abroad, what is the date that the child entered the UK? DD MM YYYY

Is your employee entitled to SAP?
If they are not, remember to show why in the `Notes, box when filling in 'Record of SAP period'.

No ☐   Yes ☐

If 'Yes', from what date? DD MM YYYY

If 'No', did you give them form SAP1 'Non-payment of Statutory Adoption Pay (SAP)' to tell them that they are not entitled to SAP? You may find it useful to keep a copy of this form if your employee disagrees with your decision.

No ☐   Yes ☐

If 'Yes', on what date? DD MM YYYY

Record of SAP period

	Enter the start date of each week in the SAP pay period. SAP weeks can start on any day.	Enter the tax week number the end of SAP week is in.	Tick one box for each week. **W** = Worked **P** = Paid **E** = Excluded from SAP **S** = Sick Put reasons in **Notes** column.	Enter how much SAP is paid in each week.	This will help you to calculate how much SAP you can get back. Go to **www.gov.uk/recover-statutory-payments** for more information.	Note here any reasons why your employee cannot get SAP. If necessary, continue in 'Additional notes' box on page 3.
	Start of SAP week	**Week number**	**W P E S**	**Amount of SAP paid**	**Running total of SAP**	**Notes**
1	/ /		☐ ☐ ☐ ☐	£	£	
2	/ /		☐ ☐ ☐ ☐	£	£	
3	/ /		☐ ☐ ☐ ☐	£	£	
4	/ /		☐ ☐ ☐ ☐	£	£	
5	/ /		☐ ☐ ☐ ☐	£	£	
6	/ /		☐ ☐ ☐ ☐	£	£	
7	/ /		☐ ☐ ☐ ☐	£	£	
8	/ /		☐ ☐ ☐ ☐	£	£	
9	/ /		☐ ☐ ☐ ☐	£	£	
10	/ /		☐ ☐ ☐ ☐	£	£	
11	/ /		☐ ☐ ☐ ☐	£	£	
12	/ /		☐ ☐ ☐ ☐	£	£	
13	/ /		☐ ☐ ☐ ☐	£	£	
14	/ /		☐ ☐ ☐ ☐	£	£	
15	/ /		☐ ☐ ☐ ☐	£	£	
16	/ /		☐ ☐ ☐ ☐	£	£	
17	/ /		☐ ☐ ☐ ☐	£	£	
18	/ /		☐ ☐ ☐ ☐	£	£	
19	/ /		☐ ☐ ☐ ☐	£	£	
20	/ /		☐ ☐ ☐ ☐	£	£	
21	/ /		☐ ☐ ☐ ☐	£	£	
22	/ /		☐ ☐ ☐ ☐	£	£	
23	/ /		☐ ☐ ☐ ☐	£	£	
24	/ /		☐ ☐ ☐ ☐	£	£	
25	/ /		☐ ☐ ☐ ☐	£	£	
26	/ /		☐ ☐ ☐ ☐	£	£	

Record of SAP period

	Enter the start date of each week in the SAP pay period. SAP weeks can start on any day.	Enter the tax week number the end of SAP week is in.	Tick one box for each week. W = Worked, P = Paid, E = Excluded from SAP, S = Sick. Put reasons in Notes column.				Enter how much SAP is paid in each week.	This will help you to calculate how much SAP you can get back. Go to www.gov.uk/recover-statutory-payments for more information.	Note here any reasons why your employee cannot get SAP. If necessary, continue in 'Additional notes' box below.
	Start of SAP week	**Week number**	**W**	**P**	**E**	**S**	**Amount of SAP paid**	**Running total of SAP**	**Notes**
27	/ /		☐	☐	☐	☐	£	£	
28	/ /		☐	☐	☐	☐	£	£	
29	/ /		☐	☐	☐	☐	£	£	
30	/ /		☐	☐	☐	☐	£	£	
31	/ /		☐	☐	☐	☐	£	£	
32	/ /		☐	☐	☐	☐	£	£	
33	/ /		☐	☐	☐	☐	£	£	
34	/ /		☐	☐	☐	☐	£	£	
35	/ /		☐	☐	☐	☐	£	£	
36	/ /		☐	☐	☐	☐	£	£	
37	/ /		☐	☐	☐	☐	£	£	
38	/ /		☐	☐	☐	☐	£	£	
39	/ /		☐	☐	☐	☐	£	£	

Additional notes

Please use this part to record any additional notes you want to keep.