

Note to employer

Fill in this return for a director or employee for the year to 5 April 2021. Send all your P11Ds and one P11D(b) by 6 July 2021 to the address on the back of this form. If you registered online for payroll before 6 April 2020, do not include payrolled benefits on the P11D. For more information, go to www.gov.uk/guidance/paying-your-employees-expenses-and-benefits-through-your-payroll

Note to employee

Keep this form in a safe place. You'll need it to complete your 2020 to 2021 tax return if you get one. The box numberings on this form are the same as on the 'Employment' page of the tax return.

Make sure your entries are clear on both sides of the form.

Employer name

Employer PAYE reference

Employee name

Surname

First name(s)

Date of birth in figures (if known)

D	D	M	M	Y	Y	Y	Y
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If a director tick here

Works number/department

National Insurance number

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Gender M – Male F – Female

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a 1A indicator

A	Assets transferred (cars, property, goods or other assets)	Cost/market value or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount
	Description of asset <input type="text"/>	£ <input type="text"/>	– £ <input type="text"/>	= 13 £ <input type="text"/> 1A

B	Payments made on behalf of employee	Cash equivalent or relevant amount
	Description of payment <input type="text"/>	15 £ <input type="text"/>
	Tax on notional payments made during the year not borne by employee within 90 days of 5 April 2021	15 £ <input type="text"/>

C	Vouchers and credit cards	Gross amount or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount
	Value of vouchers and payments made using credit cards or tokens for qualifying childcare vouchers read the P11D Guide	£ <input type="text"/>	– £ <input type="text"/>	= 12 £ <input type="text"/>

D	Living accommodation	Cash equivalent or relevant amount
	Cash equivalent or relevant amount of accommodation provided for employee, or his/her family or household. Exemptions do not apply if using optional remuneration arrangements read P11D Guide	14 £ <input type="text"/> 1A

E	Mileage allowance payments not taxed at source	Taxable amount
	Enter the mileage allowances in excess of the exempt amounts only where you've not been able to tax this under PAYE. The exemptions do not apply if using optional remuneration arrangements read P11D Guide	12 £ <input type="text"/>

F	Cars and car fuel - if more than 2 cars were made available, either at the same time or in succession, please give details on a separate sheet	
	Make and model	Car 1 <input type="text"/> Car 2 <input type="text"/>
	Date first registered DD MM YY	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
	Approved CO ₂ emissions figure for cars registered on or after 1 January 1998 tick box if the car does not have an approved CO ₂ figure	<input type="text"/> g/km <input type="checkbox"/> Read P11D Guide for details of cars that have no approved CO ₂ figure
	Approved zero emissions mileage. If your hybrid car's CO ₂ emissions figure is between 1-50 (inclusive)	<input type="text"/> miles <input type="text"/> miles
	Engine size	<input type="text"/> cc <input type="text"/> cc
	Type of fuel or power used please use the key letter shown in the P11D Guide	<input type="text"/> <input type="text"/>
	Dates car was available DD MM YY	From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/> From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>
	List price of car including car and standard accessories only: if there's no list price, or if it's a classic car, employers read tax guide 480	£ <input type="text"/> £ <input type="text"/>
	Accessories all non-standard accessories	£ <input type="text"/> Read P11D Guide £ <input type="text"/> Read P11D Guide
	Capital contributions the employee made towards the cost of car or accessories	£ <input type="text"/> (maximum £5,000) £ <input type="text"/> (maximum £5,000)
	Amount paid by employee for private use of the car	£ <input type="text"/> £ <input type="text"/>
	Date free fuel was withdrawn tick if reinstated in year, read P11D Guide	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="checkbox"/> <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="checkbox"/>
	Cash equivalent or relevant amount for each car	£ <input type="text"/> £ <input type="text"/>

Do not complete the 'From' box if the car was available on 5 April 2020 or the 'To' box if it continued to be available on 6 April 2021

Total cash equivalent or relevant amount of all cars made available in 2020 to 2021	9 £ <input type="text"/> 1A
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Cash equivalent or amount foregone on fuel for each car	£ <input type="text"/> £ <input type="text"/>
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Total cash equivalent or amount foregone on fuel for all cars made available in 2020 to 2021	10 £ <input type="text"/> 1A
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G Vans and van fuel

Total cash equivalent or amount foregone for all vans made available in 2020 to 2021	9	£	1A
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Total cash equivalent or amount foregone on fuel for all vans made available in 2020 to 2021	10	£	1A
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H Interest-free and low interest loans
 If the total amount outstanding on all loans does not exceed £10,000 at any time in the year, there's no need to complete this section unless the loan is provided under an optional remuneration arrangement when the threshold does not apply

	Loan 1	Loan 2
Number of joint borrowers if applicable	<input type="text"/>	<input type="text"/>
Amount outstanding at 5 April 2020 or at date loan was made if later	£ <input type="text"/>	£ <input type="text"/>
Amount outstanding at 5 April 2021 or at date loan was discharged if earlier	£ <input type="text"/>	£ <input type="text"/>
Maximum amount outstanding at any time in the year	£ <input type="text"/>	£ <input type="text"/>
Total amount of interest paid by the borrower in 2020 to 2021 enter 'NIL' if none was paid	£ <input type="text"/>	£ <input type="text"/>
Date loan was made in 2020 to 2021 if applicable	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Date loan was discharged in 2020 to 2021 if applicable	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Cash equivalent or relevant amount of loans after deducting any interest paid by the borrower	15 £ <input type="text"/>	1A 15 £ <input type="text"/>

I Private medical treatment or insurance

	Cost to you or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount
Private medical treatment or insurance	£ <input type="text"/>	£ <input type="text"/>	11 £ <input type="text"/>

J Qualifying relocation expenses payments and benefits
 Non-qualifying benefits and expenses go in sections M and N below

Excess over £8,000 of all qualifying relocation expenses payments and benefits for each move	15	£	1A
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K Services supplied

	Cost to you or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount
Services supplied to the employee	£ <input type="text"/>	£ <input type="text"/>	15 £ <input type="text"/>

L Assets placed at the employee's disposal

	Cost of the benefit or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount
Description of asset <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	13 £ <input type="text"/>

M Other items (including subscriptions and professional fees)

	Cost to you or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount
Description of other items <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	15 £ <input type="text"/>
Description of other items <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	15 £ <input type="text"/>
Income Tax paid but not deducted from director's remuneration			15 £ <input type="text"/>

N Expenses payments made on behalf of the employee

	Cost to you or amount foregone	Amount made good or from which tax deducted	Taxable payment or relevant amount
Travelling and subsistence payments - Cost to you or amount foregone except mileage allowance payments for employee's own car, read section E	£ <input type="text"/>	£ <input type="text"/>	16 £ <input type="text"/>
Entertainment - Cost to you or amount foregone trading organisations read P11D Guide and then enter a tick or a cross as appropriate here <input type="checkbox"/>	£ <input type="text"/>	£ <input type="text"/>	16 £ <input type="text"/>
Payments for use of home telephone	£ <input type="text"/>	£ <input type="text"/>	16 £ <input type="text"/>
Non-qualifying relocation expenses those not shown in sections J or M	£ <input type="text"/>	£ <input type="text"/>	16 £ <input type="text"/>
Description of other expenses <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	16 £ <input type="text"/>

Return all your form P11Ds and one P11D(b) by 6 July 2021 to:
 P11D Support Team, BP2302, HM Revenue and Customs, Department 1250, Newcastle upon Tyne, NE98 1ZZ