

Your name and address as employer

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

**Employee's details** Copy from P11

National Insurance number

Date of birth in figures

DD MM YYYY

Gender

'M' – male, 'F' – female

Surname

First two forenames

Works/payroll number

Employee's private address including postcode (if known)

**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			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**

	1g	£	p	1h	£	p	1i	£	p
Statutory Sick Pay (SSP)				Statutory Maternity Pay (SMP)			Ordinary Statutory Paternity Pay (OSPP)		
Additional Statutory Paternity Pay (ASPP)				Satutory Adoption Pay (SAP)			<b>Student Loan deductions</b>		
							In this employment (whole £s)		
							From col.1i on P11		

**Pay and Income Tax details**

	Pay	Tax deducted		Date of starting if during tax year to 5 April 2014	DD	MM	YYYY
In previous employment(s)	£ p	£ p	Enter 'R' in this box if net refund				
In this employment							
Total for year				Date of leaving if during tax year to 5 April 2014			

Employee's Widows and 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 (see Employer Helpbook E10)

For employer's use

For official use

Expenses payments and benefits paid to directors and employees: Complete form P11D or P9D if appropriate and provide a copy of the information to the employee by 6 July. See booklet CWG2 Employer Further Guide to PAYE and NICs for more details.

For completion by desktop laser printer or other suitable sheet-feed printer. P14 (HMRC copy) and P60 (for employee) are on separate sheets 1 and 2.

Your employer's name and address

Tax Year to 5 April   
 HM Revenue & Customs office name   
 Employer PAYE reference

**Employee's details**

National Insurance number   
 Surname   
 First two forenames   
 Works/payroll number

Gender  'M' – male, 'F' – female  
 Your private address

**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
	£	£	£	£	£ p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Statutory Maternity Pay (SMP)  £ p  
 Ordinary Statutory Paternity Pay (OSPP)  £ p  
 Additional Statutory Paternity Pay (ASPP)  £ p  
 Statutory Adoption Pay (SAP)  £ p  
**Student Loan deductions**  
 In this employment (whole £s)  £

**Pay and Income Tax details**

	Pay	Tax deducted
	£ p	£ p
In previous employment(s)	<input type="text"/>	<input type="text"/>
In this employment <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>

Enter 'R' in this box if net refund   
 The figures aside marked ★ should be used for your tax return, if you get one

Employee's Widows and Orphans Life Assurance contributions in this employment   £ p  
 Final tax code  Week 53 payment indicator

For employer's use

**To the employee:** keep this certificate in a safe place. You will need it if you fill in a tax return. You also need it to make a claim for tax credits or to 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

**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 or Statutory Adoption Pay is included.

Employer: For completion by desktop laser printer or other suitable sheet-feed printer.