

Specification for employer substitute forms P60



Forms P60 cover:

- PAYE Income Tax
- National Insurance contributions
- Statutory Maternity Pay
- Ordinary Statutory Paternity Pay
- Additional Statutory Paternity Pay
- Statutory Adoption Pay
- Student Loan deductions

This guide gives information on how to design substitute forms P60 'End of Year Certificate' which employers may use instead of the official form, at the end of the tax year. It also includes information on how to adapt your substitute form P60 for a pension fund scheme and what to do if you intend to issue the substitute form P60 to you employees electronically.

This revised edition applies for the tax year 2014

You can get a copy of this guide from our websi Go to www.hmrc.gov.uk/ebu/pnforms.htm

Crown copyright

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Official forms available from our Employer Orderline 0300 123 1074

The following P60 forms are available free of charge from our Employer Orderline

P60(Sing C beet)

Cut sheet A4 size portrait format, suitable for completion by hand or by sheet-fed computer printer. See Illustration 1a on page 7.

Pc ((c. tinuous)

12" x 8.25" portrait continuous form. Same content and computer print layout as the cut sheet P60(Single sheet)(2014-15).

These HMRC forms fit into a standard DL window envelope.

Although some proprietary payrolls will continue to support the P14/P60 computer print layout, the P60(LaserSheet-Landscape) and the P60(LaserSheet-Portrait) are no longer available from the Employer Orderline from the tax year 2012-13.

You can order HMRC printed forms from the Employer Orderline. Phone **0300 123 1074** or go to www.hmrc.gov.uk/employers



Identity of form

Any substitute form P60 (proprietary or own design) that is centrally approved by this office will need to bear an agreed unique identifier so that its origin can readily be identified at all times. When a substitute form is centrally approved by this office it should be accepted by any HMRC office.

The unique identifier should be shown as part of the form number which is positioned at the bottom of the form.

For example, P60(2014–15)(Substitute)(ASL) or P60(Substitute)(ASL) or P60(2014–15)(Substitute)(Acorn) or P60(Substitute)(Acorn)

would be adequate to identify Acorn Software Ltd as the originator of the form.

General conditions for using a substitute form P60

Employers may use a substitute form of a **propriet** ty make or of their **own design** provided that:

- the employer bears the whole cost
- the form contains all the information require on a P60 (see page 4)
- the design is centrally approved by the office before use
- approval is also obtained it an subsequent design change

As form P60 is subject to change ach year, substitute versions must be approved annually. This still applie even if there have been no changes.

Designs of **proprietary** forms are negotiated centrally between suppliers producing the forms and HMRC. A list of centrally approved proprietary and own design P60 forms is made available to HMRC offices.

Paper and printing

Substitute forms P60 can be produced using paper of any reasonable size or produced. They can be pre-printed or computer printed as an our law on plain paper.

oer colour

Forms P60 should be easy for recipients to read, so we would normally expect white paper to be used. But reasonable, alternative colours will be considered.

Ink colour

Any reasonable ink colour(s) can be used.

Content

P60 substitutes must contain, as a minimum, all the headings, text and information required by law. This must be contained on one sheet of paper.

Illustration 1a on page 7 shows the official P60, which satisfies P60 legal requirements.

Layout

Variations in format and layout are permitted. It is not necessary to follow the precise box sequence of forms P14/P60.

Printing on reverse of paper

Some material, for example the 'notes' text, can be printed on the reverse of the paper.



Approval of substitute form P60

You need to obtain **HMRC approval** before a substitute form P60 is brought into use. This applies to:

- a new substitute
- a previously approved substitute, irrespective of whether any changes have to be made or not - substitute forms P60 must be submitted annually to this office for approval

Email a draft of the proposed substitute P60 design for 2014-15 (for example, PDF) to hmrc.substituteformsapproval@hmrc.gsi.gev.u. For approval enquiries, phone 03000 585147 or 03000 585142.

This office gets very busy in the last 4 months of the valuear so our turnaround time from November 2014 to April 2015 vill 1004 weeks. To meet your deadlines we recommend that you submit proposed drafts as soon as possible.

Statutory payments

Statutory Paternity Pay (SPP) was renamed Oldinary Statutory Paternity Pay (OSPP) and a new payment, Additional Statutory Paternity Pay (ASPP), introduced from April 2011.

Duplicate P60s

Irrespective of whether the care provided on paper or electronically, duplicate P60s will no longer need to carry a 'duplicate' annotation.

Payroll software with not be required to take any additional or different

action in project of subsequent, or multiple prints of the electronic P60 information. Each printout will be a copy in its own right.

P60s issued by electronic means

Fig. P 0 can be issued to employees electronically or on paper.

must carry the text 'This is a printed copy of an eP60'. This text must be shown within the main body of the form at the top, near to the form title P60 'End of Year Certificate'. Use an acceptable font size, no smaller than 10 point as shown at Illustration 1b on page 8 and Illustration 2b on page 10.

The text 'This is a printed copy of an eP60' has been superimposed on the HMRC official form P60 for illustration purposes.

When seeking HMRC approval, this text must be present on the draft if the information will be given to the employee by an electronic method.

P60 legal requirements

Employers must by law show the following information on the P60:

- tax year to 5 April
- employer PAYE reference
- employee's National Insurance number (if known)
- employee's name
- employee's payroll number (where appropriate)
- pay and tax 'In previous employment(s)'
- pay and tax 'In this employment' (treating any repayment due but not made where the employee was absent from work owing to a trade dispute as if it had been made to the employee)
- pay and tax 'Total for year'
- final tax code including the 'Week 1' or 'Month 1' indica or (if applicable)
- National Insurance contributions information*
 From April 2009, for State Second Pension and Contract d-out purposes, employers have to record earnings in the folio record in the P60
 - Earnings at the Lower Earnings Limit (LEL) where earnings are equal to or exceed the LEL)
 - Earnings above the LELS up to and including the Primary Threshold (PT)
 - Earnings above the PT up to 3 d including the Upper Accrual Point (UAP)
 - Earnings above the UAP, up to and including the Upper Earnings Limit (UEL)
 - Employers contributions due on all earnings above the PT
- Statutes / Mail snity Pay (SMP) paid
- Ordinary Statutory Paternity Pay (OSPP) paid
- A Sitical Statutory Paternity Pay (ASPP) paid
- Sta uton Adoption Pay (SAP) paid
- Stucent Loan deductions in this employment
- poployer's full name and address including postcode

The form title, form number and messages shown in **Illustration 1a** on page 7 must also appear. After the form number at the bottom, print the word '(Substitute)' and your unique identifier name or letters. See 'Identity of form' on page 2.



Widows and orphans box

This relief has been abolished with effect from 6 April 2013, so there will be no requirement to enter figures into this box.

Life Assurance contributions

Operated under Net Pay Arrangements and tax relief given through payroll.

The Widows & Orphans/Life Assurance contributions box will be removed from the official HMRC forms P60 from 2015-16. You should therefore arrange to omit this box from a substitute form in line with the official forms from next year.

Additional information

Employers may include on their P60 additional information such as:

- employee's address
- employee's superannuation contributions 'in this employment'
- details of accrued pension entitlement (for the benefit of the employee)

HM Revenue & Customs office name

We have removed the HM Revenue & Customs office name box from the official HMRC form P60. If you have previously shown a specific NMRC office name on your substitute form, please remove it.

Whatever use is made of the P60, it is important that employees easily understand it and know what information is not led if they receive a tax return.

Best practice

When designing a substitute P60, please take is to account the following advice.

Figures needed for a tax return

Employees who need to fill in a fax refurn will need to enter the pay and tax 'In this employment' fig. result the return. Please clearly highlight these items, and link the return are telling the employee that 'these figures should be used for your lax return, if you get one'.

Be careful not to suggest that all employees receive a tax return—most do not.

Superannuation details if you are authorised to use a 'net pay' scheme If you show a employee's superannuation contributions on the P60, you will need to make it clear that the figures relate to 'this employment' only.

Proceeds in arriving at the 'pay in this employment' figure shown on the 50. The employee uses this 'net pay' figure for their tax return.

Me following note, linked to the 'pay in this employment' figure, may be suitable:

'This is your gross pay less any superannuation contributions or charity donations which we have allowed against your tax. Use this figure for your tax return, if you get one.'

Who must be given a P60?

Employers must give a P60 to every employee who is in their employment on the last day of the Income Tax year (5 April) and who has had:

- earnings at or above the National Insurance contributions Lower Earnings Limit
- Income Tax and/or National Insurance contributions deducted from pay
- Student Loan deductions made from pay
- Statutory Maternity Pay (SMP)
- Ordinary Statutory Paternity Pay (OSPP)
- Additional Statutory Paternity Pay (ASPP)
- Statutory Adoption Pay (SAP)

Employers must give forms P60 to relevant employees b 31 May

Pension fund substitute P60s

If the substitute form P60 is being designed solely less a punsion payroll, or annuity payroll, a simplified design will do

Boxes not needed

The following boxes and informational not be needed.

- National Insurance contribution
- Statutory Maternity Pay
- Ordinary Statutory Pater by Pa
- Additional Statutory Paternity Pay
- Statutory Adoption Pay
- Student deductions in this employment

Wording

The working hay also be suitably adapted. For example, the word 'pens on 'or 'annuitant' may be used instead of 'employee', and references to his SSP, SMP, OSPP, ASPP and SAP can be omitted.

lt stration

A suggested substitute form P60 format suitable for pension funds is shown at **Illustration 2a** on page 9.

Lifetime Allowance used

For pensions payable from 6 April 2006, the scheme administrator may use a substitute form P60 to tell its members of the percentage of Standard Lifetime Allowance used.

If you intend to include this information on a substitute form P60, you must display the message in full when seeking design approval from HMRC.

Illustration 1a: Form P60(2014-15) Actual size is A4

This is the official P60 shown in reduced size. The information it contains will satisfy P60 legal requirements - see notes on page 4.

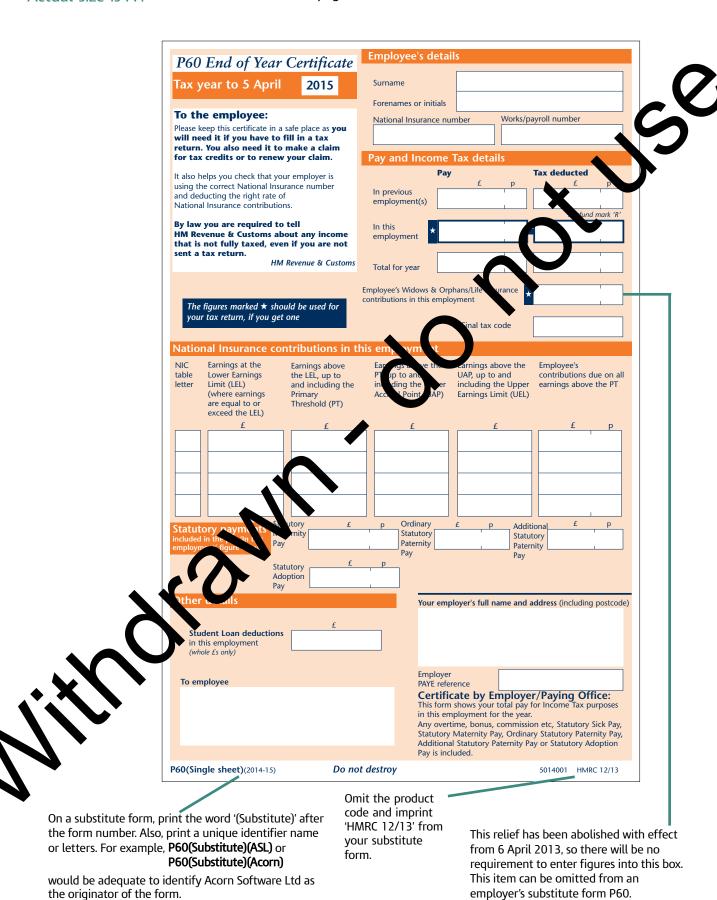
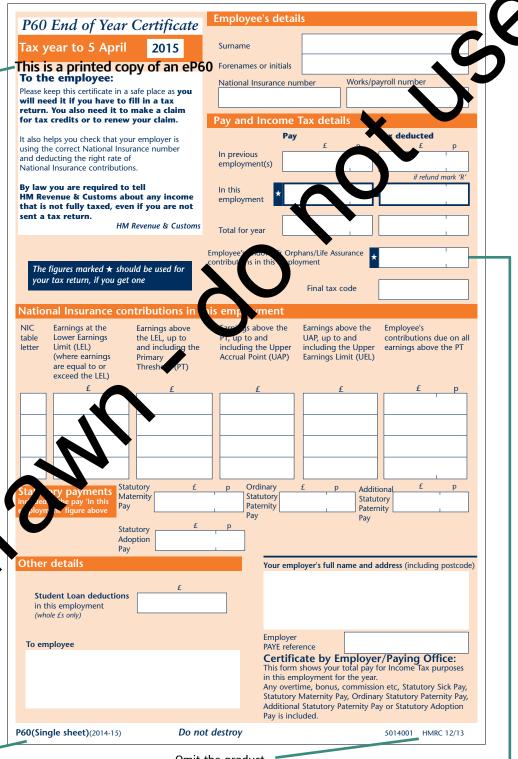


Illustration 1b: Form P60(2014-15) Actual size is A4

This is the official P60 shown in reduced size. The information it contains will satisfy P60 legal requirements - see notes on page 4.

The text 'This is a printed copy of an eP60' has been superimposed on the HMRC official form P60 for illustration purposes.

Any substitute P60s which arise from the output of an electronic P60 must carry this strapline. It must be shown within the main body of the form at the top near to the form title 'P60 End of Year Certificate' and in an acceptable font size, no smaller than 10 point.



On a substitute form, print the word '(Substitute)' after the form number. Also, print a unique identifier name or letters. For example, **P60(Substitute)(ASL)** or **P60(Substitute)(Acorn)**

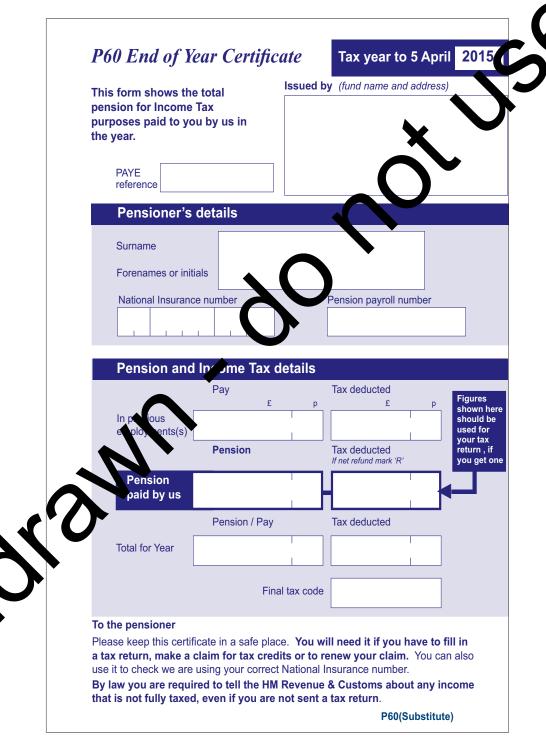
would be adequate to identify Acorn Software Ltd as the originator of the form.

Omit the product code and imprint 'HMRC 12/13' from your substitute form.

This relief has been abolished with effect from 6 April 2013, so there will be no requirement to enter figures into this box. This item can be omitted from an employer's substitute form P60.

Illustration 2a: Suggested format for pension fund P60 substitute

There is no official form P60 specially for use by pension funds. Most pensions funds use P60 substitutes of their own design. This illustration shows a suggested format which meets legal requirements - see notes on page 6.



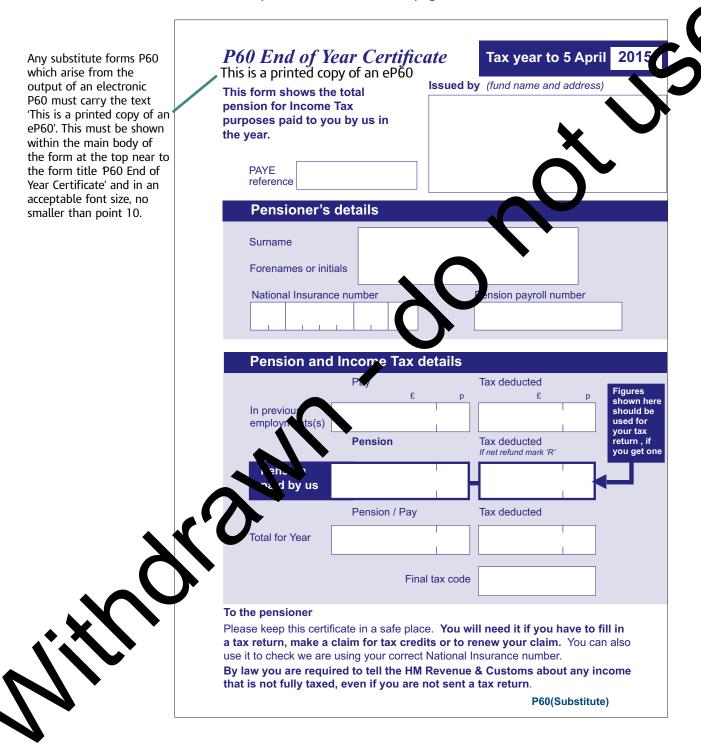
This illustration follows no particular computer-spacing regime. The form size, layout and box spacing can be adjusted by the pension fund.

This suggested format is equally suitable for annuity payments subject to PAYE. Annuity P60 substitutes can use the words 'annuity' and 'annuitant' instead of 'pension' and 'pensioner'.

Please print the word ('Substitute') after the form number, followed by an identifier. For example, **P60(Substitute)(ASL)** or **P60(Substitute)(Acorn)** would be adequate to identify Acorn Software Ltd as the originator of the form.

Illustration 2b: Suggested format for pension fund P60 substitute

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