

About this form

Use this form to record the amount of National Insurance contributions (NICs) you are entitled to claim under the NICs holiday. For more information and to see if you are eligible, go to www.gov.uk/regional-employer-nics-holiday-making-a-retrospective-claim

Employer details

Employer name

Employer PAYE reference

 /

Tax year YYYY / YY

 /

Employee details

Employee name

Employee National Insurance number

NICs holiday start date DD MM YYYY

(for employees that start employment before 6 September 2010, the NICs holiday start date is 06 09 2010)

 /

NICs holiday end date (this is normally 12 months after the NICs holiday start date but cannot be later than 5 September 2013 when the NICs holiday scheme ended)

 /

About NICs holiday

Regional employer NICs holiday is limited to new businesses which start up during the period from 22 June 2010 to 5 September 2013.

The NICs holiday is normally available

- for the first 10 employees that you employed in your first 12 months of trading; and lasts
- for the first 12 months of their respective employments

However, both the conditions above are subject to an absolute cut-off date of 5 September 2013.

Employer NICs paid on earnings that were due to be paid after 5 September 2013 do not qualify for the holiday.

The total amount of employer NICs you can claim for each employee is limited to £5,000.

How to complete this form

You will need to complete a separate recording sheet for each employee. If you prefer not to complete the weekly and monthly totals of employer NICs paid, you can enter the total amount you are entitled to claim in the 'total employer NICs claimed' box. Please make sure that the total employer NICs claimed does not exceed the £5,000 limit.

Month number	Week number	Employer NICs paid	Running total	Month number	Week number	Employer NICs paid	Running total	
Employer NICs withheld in previous year				Total b/f £				
	1	£	£		27	£	£	
	2	£	£		28	£	£	
	3	£	£		29	£	£	
1	4	£	£	7	30	£	£	
	5	£	£		31	£	£	
	6	£	£		32	£	£	
	7	£	£		33	£	£	
2	8	£	£	8	34	£	£	
	9	£	£		35	£	£	
	10	£	£		36	£	£	
	11	£	£		37	£	£	
	12	£	£		38	£	£	
3	13	£	£	9	39	£	£	
	14	£	£		40	£	£	
	15	£	£		41	£	£	
	16	£	£		42	£	£	
4	17	£	£	10	43	£	£	
	18	£	£		44	£	£	
	19	£	£		45	£	£	
	20	£	£		46	£	£	
5	21	£	£	11	47	£	£	
	22	£	£		48	£	£	
	23	£	£		49	£	£	
	24	£	£		50	£	£	
	25	£	£		51	£	£	
6	26	£	£	12	52	£	£	
			Total c/f		53	£	£	
							Total employer NICs paid*	£

*Carry this figure forward to the next tax year if NICs holiday still applies for this employee.