

Your name and address as employer

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April

229

Employee's details

Copy from P11

Date of birth in figures

DD MM YYYY

Gender

'M' – male, 'F' – female

National Insurance number

Surname

First two forenames

Works/payroll number

Employee's private address including postcode (if known)

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.

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	If amount in col.1e is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the PT
	From col.1a on P11	From col.1b on P11	From col.1c on P11	From col.1d on P11	From col.1e on P11		From col.1f on P11
	1a £	1b £	1c £	1d £	1e £ p		1f £ p

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

Student Loan deductions

Statutory Sick Pay (SSP)	Statutory Maternity Pay (SMP)	Ordinary Statutory Paternity Pay (OSPP)	Additional Statutory Paternity Pay (ASPP)	Statutory Adoption Pay (SAP)	In this employment (whole £s) From col.11 on P11
1g £ p	1h £ p	1i £ p	1j £ p	1k £ p	£

Pay and Income Tax details

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

Employee's Widows & 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 official use

Your employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example, your address

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 to 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

Employee's details

National Insurance number

Gender 'M' - male, 'F' - female

Surname

First two forenames

Works/payroll number

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)

NIC 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

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

Student Loan deductions

Statutory Maternity Pay (SMP) £ p

Ordinary Statutory Paternity Pay (OSPP) £ p

Additional Statutory Paternity Pay (ASPP) £ p

Statutory Adoption Pay (SAP) £ p

In this employment (whole £s) £

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.

Pay and Income Tax details

Pay £ p

Tax deducted £ p

In previous employment(s)

In this employment ★

Total for year

Employee's Widows & Orphans/Life Assurance contributions in this employment ★

Final tax code

Enter 'R' in this box if net refund

The figures aside marked ★ should be used for your tax return, if you get one

Week 53 payment indicator