

# Working sheets – employment-related securities

Please use working sheets 1 to 19 with the guidance shown in [Helpsheet 305](#).

## Working sheet 1

Name of company, share plan and class of shares

Date shares ceased to be subject to  
the plan DD MM YYYY

Market value when the shares ceased to be subject to the plan,  
or if lower, market value at the date of the award

 1 £ 

Number of shares

 2 

Taxable amount 'box 1 x box 2'

 3 £ 

Amount taxed under PAYE

 4 £ 

Taxable amount to go in box 1 on [SA101 Additional information](#)  
page Ai 2 'box 3 minus box 4'

 5 £

## Working sheet 2

Name of company, share scheme and class of shares

Number of shares bought on exercise

1

Date the option was granted DD MM YYYY

Date the option was exercised DD MM YYYY

Exercise price - option price for each share

2 £

Amount, if any, paid for grant of the option

3 £

Market value of each share at the date the option was exercised

4 £

Total market value of shares bought 'box 4 × box 1'

5 £

Total price paid 'box 2 × box 1'

6 £

Profit on the option exercised 'box 5 minus box 6 minus box 3'

7 £

Employer's NICs you paid on exercise of the option

8 £

Taxable amount 'box 7 minus box 8'

9 £

Amount taxed under PAYE

10 £

Taxable amount to go in box 1 'box 9 minus box 10'

11 £

### Working sheet 3

Name of company, share scheme and class of shares

Date the option was granted DD MM YYYY

Date the option was exercised DD MM YYYY

Number of shares

 1 

Market value at the date of exercise

 2 £ 

Total market value of shares bought 'box 2 × box 1'

 3 £ 

Exercise price - option price for each share

 4 £ 

Total price paid 'box 4 × box 1'

 5 £ 

Taxable amount to go in box 1 'box 3 minus box 5'

 6 £

## Working sheet 4

Name of company and class of shares

Number of shares acquired on exercise

1

Market value of each share at the date the option was granted

2 £

Total market value, at date of grant, of shares bought 'box 2 x box 1'

3 £

Amount, if any, paid for the grant of the option

4 £

Market value of each share at date the option was exercised

5 £

Total market value at date of exercise of shares bought 'box 5 x box 1'

6 £

Exercise price of each share

7 £

Total price paid for shares 'box 7 x box 1'

8 £

Profit by reference to market value at the date of grant  
(if no profit, enter '0') 'box 3 minus box 4 minus box 8'

9 £

Profit by reference to market value at the date of exercise  
(if no profit, enter '0') 'box 6 minus box 4 minus box 8'

10 £

Lesser of boxes 9 and 10

11 £

Employer's NICs you paid on exercise of the option

12 £

Taxable amount 'box 11 minus box 12'

13 £

Amount taxed under PAYE

14 £

Taxable amount to go in box 1 'box 13 minus box 14'

15 £

## Working sheet 5

Name of company and class of shares

Number of shares acquired on exercise

1

Market value of each share at the date of the disqualifying event

2 £

Total market value of shares at the time of the disqualifying event  
'box 2 x box 1'

3 £

Market value of each share at the date the option was exercised

4 £

Total market value, at the date of exercise, of shares bought  
'box 4 x box 1'

5 £

Increase in value of shares between disqualifying event and exercise  
'box 5 minus box 3'

6 £

Amount, if any, paid for the grant of option

7 £

Profit by reference to market value at the date of exercise  
(if no profit, enter '0') 'box 6 minus box 7'

8 £

Employer's NICs you paid on exercise of the option

9 £

Taxable amount 'box 8 minus box 9'

10 £

Amount taxed under PAYE

11 £

Taxable amount to go in box 1 'box 10 minus box 11'

12 £

## Working sheet 6

Name of company, share scheme and class of share

Date the option was granted DD MM YYYY

Amount received - money or value

 1 £ 

Amount, if any, paid for the grant of the option

 2 £ 

Amount, if any, subject to Income Tax on the grant of the option

 3 £ 

Gain made in connection with the option 'box 1 minus  
box 2 minus box 3'

 4 £ 

Employer's NICs you paid on exercise of the option

 5 £ 

Taxable amount 'box 4 minus box 5'

 6 £ 

Amount taxed under PAYE

 7 £ 

Taxable amount to go in box 1 'box 6 minus box 7'

 8 £

## Working sheet 7

Name of company, securities scheme and class of security

Date the option was granted DD MM YYYY

Date the option was exercised DD MM YYYY

Market value of security at the date the option was exercised

 1 £ 

Number of securities

 2 

Total market value of securities 'box 1 x box 2'

 3 £ 

Exercise price of each option of each security

 4 £ 

Total price paid for the employment-related securities  
'box 4 x box 2'

 5 £ 

Amount, if any, paid for the grant of the option

 6 £ 

Amount, if any, subject to Income Tax on the grant

 7 £ 

Gain made on the option exercise 'box 3 minus  
(box 5 + box 6 + box 7)'

 8 £ 

Employer's NICs you paid

 9 £ 

Taxable amount 'box 8 minus box 9'

 10 £ 

Amount taxed under PAYE

 11 £ 

Taxable amount to go in box 1  
'box 10 minus 11'

 12 £

## Working sheet 8

Name of company, securities scheme and class of shares

Market value of a fully paid up security when you acquired your securities **1** £

Amount you paid for each security when you acquired them **2** £

Under-value of each security 'box 1 minus box 2' **3** £

Number of securities **4**

Original under-value or notional loan 'box 3 x box 4' **5** £

If securities were acquired before 6 April 2019, total of any additional amount paid for them before 6 April 2019 **6** £

Notional loan at 6 April 2019 (or date securities acquired, if later) 'box 5 minus box 6' **7** £

Total of any additional amounts paid during the year (2019 to 2020) **8** £

Notional loan at 5 April 2020 (or date securities sold, if earlier) 'box 7 minus box 8' **9** £

Average amount of notional loan '(box 7 + box 9) divided by 2' **10** £

Official rate of interest **11** %

Interest for whole year 'box 10 x box 11' **12** £

Number of complete tax months (6th of the month to 5th of the following month) throughout which loan existed in tax year **13**

Taxable amount (the cash equivalent) to go in box 1 on [SA101 Additional information](#) page Ai 2 'box 12 x (box 13 divided by 12)' **14** £



## Working sheet 9

Name of company, securities scheme and class of security

Market value of a fully paid security when you acquired your securities **1** £

Amount you paid for each security when you acquired them **2** £

Under-value of each security 'box 1 minus box 2' **3** £

Number of securities **4**

Notional loan 'box 3 x box 4' **5** £

Total of any additional amounts paid for the securities before you sold or transferred them or ceased to be obliged to pay any amount of the under-value **6** £

Taxable amount (the cash equivalent) to go in box 1 on [SA101 Additional information](#) page Ai 2 'box 5 minus box 6' **7** £

## Working sheet 10

Name of company, securities scheme and class of security

Market value of each security **1** £

Number of securities **2**

Total market value of securities bought 'box 1 x box 2' **3** £

Amount paid for each security, if any **4** £

Total amount paid for securities 'box 2 x box 4' **5** £

Taxable amount to go in box 1 on [SA101 Additional information](#) page Ai 2 'box 3 minus box 5' **6** £

## Working sheet 11

Name of company, securities scheme and class of security

Non-reduced market value of each security. Where the securities acquired are restricted securities, the non-reduced market value in box 1 should be determined as though the securities were not restricted

1 £

Reduced market value of each security or, if greater, the amount of consideration given for the acquisition of the securities

2 £

Taxable reduction for each security 'box 1 minus box 2'

3 £

Number of securities

4

Taxable amount to go in box 1 on [SA101 Additional information](#) page Ai 2 'box 3 × box 4'

5 £

## Working sheet 12

Name of company, securities scheme and class of security

### Step 1 - Unrestricted market value (UMV)

Unrestricted market value of the securities immediately after the chargeable event

### Step 2 - Initial uncharged proportion (IUP)

Unrestricted market value of the securities on acquisition

Amount of any consideration given to acquire the securities

Any amount charged to tax on the acquisition of the securities

UMV minus deductible amounts 'box 2 minus box 3 minus box 4'

IUP box 5 divided by box 2. If the entry in box 6 is nil there'll be no taxable income from this chargeable event

### Step 3 - Taxable amount

UMV x IUP 'box 1 x box 6'

Total of expenses incurred (CE)

Taxable amount 'box 7 minus box 8'

### Step 4 - Taxable amount

Only complete this step if the chargeable event is the sale of securities, and the consideration received is less than the market value of securities immediately after the sale.

Total value of consideration given for the sale

Actual market value of the securities after the sale

Taxable amount 'box 9 x box 10 divided by box 11'

Taxable amount (box 9 or box 12) to go in box 1 on [SA101 Additional information](#) page Ai 2.

## Working sheet 13

Name of company, securities scheme and class of security

### Step 1 - Unrestricted market value (UMV)

Unrestricted market value of the securities immediately after the chargeable event 1 £

### Step 2 - Initial uncharged proportion (IUP)

Unrestricted market value of the securities on acquisition 2 £

Amount of any consideration given to acquire the securities 3 £

Any amount charged to tax on the acquisition of the securities 4 £

UMV minus deductible amounts 'box 2 minus box 3 minus box 4' 5 £

IUP 'box 5 divided by box 2'. If the entry in box 6 is nil there'll be no taxable income from this chargeable event 6 £

### Step 3 - Outstanding proportion (OP)

Apply this step if any restrictions remain after this chargeable event

Actual market value of the securities immediately after the chargeable event 7 £

OP '(box 1 minus box 7) divided by box 1' 8 £

### Step 4 - Previously charged proportion (PCP)

Which chargeable event since acquisition of the securities is this? For:

- the first chargeable event PCP is nil
- the second, PCP is the box 10 value of this working sheet for the first chargeable event relating to these securities
- subsequent chargeable events, PCP is the total of the box 10 values for each chargeable event relating to these securities

Previously charged proportion 9 £

### Step 5 - Taxable amount

Apply this step and check step 6 below.

IUP minus PCP minus OP 'box 6 minus box 9 minus box 8' 10 £

'Box 1 x box 10' 11 £

Total of expenses incurred and any amount paid to lift or vary the restriction (CE) 12 £

Taxable amount 'box 11 minus box 12' 13 £

## Working sheet 13 continued

### Step 6 - Taxable amount

Only complete this step if the chargeable event is the sale of securities, and the consideration received is less than the market value of securities immediately after the sale.

Total value of consideration given for the sale

14 £

Actual market value of the securities after the sale

15 £

Taxable amount 'box 13 x box 14 divided by box 15'

16 £

Taxable amount (box 13 or box 16) to go in box 1 on [SA101 Additional information](#) page Ai 2.

## Working sheet 14

### Conversion of convertible securities

Name of company, securities scheme and class of security

Market value of each new security after conversion

1 £

Market value of each security on conversion as if the security was not convertible

2 £

Gain for each security 'box 1 minus box 2'

3 £

Number of securities

4

Total gain 'box 3 × box 4'

5 £

### Deductible amounts

Consideration paid for the right to convert the securities - this is the excess of the amount paid for the securities and the market value of the convertible securities when they were acquired, ignoring the right to convert

6 £

Total consideration paid for the actual conversion of the securities

7 £

Total expenses incurred in connection with the conversion

8 £

Total deductible amounts 'box 6 + box 7 + box 8'

9 £

Taxable amount to go in box 1 on [SA101 Additional information](#) page Ai 2 'box 5 minus box 9'

10 £

## Working sheet 15

### Disposal of convertible securities

Name of company, securities scheme and class of security

Amount of consideration received on disposal

1 £

Market value of each security on disposal as if the security was not convertible

2 £

Number of securities disposed of

3

Total market value of securities disposed of 'box 2 × box 3'

4 £

Taxable amount to go in box 1 on [SA101 Additional information](#) page Ai 2 'box 1 minus box 4'

5 £

## Working sheet 16

### Receipt of consideration for the release of, or in connection with, the conversion right

Name of company, securities scheme and class of security

Amount of consideration or value of benefit received for each security

 £ 

Number of securities affected

 

Taxable amount to go in box 1 on [SA101 Additional information](#)  
page Ai 2 'box 1 × box 2'

 £ 

## Working sheet 17

Name of company, securities scheme and class of security

Market value of each share at the end of the relevant date

 £ 

Market value of each share on the same date ignoring the effect of  
artificial increase

 £ 

Increase each share 'box 1 minus box 2'

 £ 

Number of shares

 

Taxable amount to go in box 1 on [SA101 Additional information](#)  
page Ai 2 'box 3 × box 4'

 £

## Working sheet 18

Name of company, securities scheme and class of security

Consideration given on disposal

 £ 

Market value of the securities at the time of disposal

 £ 

Expenses incurred in connection with the disposal

 £ 

Taxable amount to go in box 1 on [SA101 Additional information](#)  
page Ai 2 'box 1 minus (box 2 + box 3)'

 £ 

## Working sheet 19

Name of company, securities scheme and class of security

Value of benefit received for each security

 £ 

Number of securities

 

Taxable amount to go in box 1 on [SA101 Additional information](#)  
page Ai 2 'box 1 x box 2'

 £