

Note to employer

You do not have to use this form but you may find it a useful way to calculate the cash equivalent for each car made available to a director or an employee for the year 2016 to 2017 (that is 6 April 2016 to 5 April 2017).

A separate form is needed for each car provided to the director or employee during 2016 to 2017.

Read the 'P11D Guide' before you complete this form. It refers to paragraphs in booklet '480(2017)'.

The term employee is used to cover both directors and employees throughout the rest of this form.

We advise you to keep a copy of each completed Working Sheet as it could help you to deal with enquiries. You do not have to give a copy of the completed Working Sheet to the director or employee, or to your HM Revenue and Customs office. But you must fill in forms 'P11D' and 'P11D(b) Return of Class 1A National Insurance contributions due' whether or not you use this form to calculate car and car fuel benefits.

Payroll car and car fuel benefit in future tax years to avoid completing P11D's. For more information go to www.gov.uk/guidance/paying-your-employees-expenses-and-benefits-through-your-payroll

Employer details

Employer name

Employer PAYE reference

Employee details

Employee name

Surname
First name(s)

Works number or department

National Insurance number

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Make and model of car available to employee

Date the car was first registered

 / /

Was this the only car made available to the employee? Yes ☐ No ☐

If 'No' please make sure that working sheets are completed for each car made available to the employee in 2016 to 2017.

If more than 1 Working Sheet 2 is completed for this employee, enter the number of sheets here

1 List price of the car

Complete box A as follows:

- enter the list price of the car as published by its manufacturer, importer or distributor
- if the car had no list price when it was first registered you need to enter the notional price. That is, the price which might reasonably be expected to be its list price on that date if the car's manufacturer, importer or distributor had published a list price for an equivalent car for a single retail sale in the UK
- if the car is a classic car, enter the price that the car might reasonably be expected to fetch if you sold it on the open market on 5 April 2017. If the car was unavailable to the employee on 5 April 2017 then use the last day in the tax year 2016 to 2017 that it was available to the employee. For this purpose, assume that all the qualifying accessories available on the car are included in the sale. A classic car is one which
 - is at least 15 years old on 5 April 2017
 - has a market value of at least £15,000, and
 - has a market value which is higher than the original list or notional price (including accessories)

Price of the car including standard accessories

A	£
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2 Accessories

Price of all accessories read the 'P11D Guide' and booklet '480(2017)'

B	£
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A + B	
C	£

3 Capital contributions

Capital contributions made by the employee towards the cost of the car or the accessories max £5,000

D	£
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4 The price used to calculate the car benefit charge for 2016 to 2017

C minus D	
E	£

Calculating the appropriate percentage

The appropriate percentage depends on when the car was first registered, the type of fuel used and whether it has an approved CO₂ emissions figure.

Approved CO₂ emissions figure, if the car has one unrounded, for example 188

F g/km

Enter the key letter (A or D) for the car's fuel or power type from table 1 below.

TABLE 1	
Key letter	Car type
D	Diesel cars (all Euro standards)
A	All other cars

Next step

- For cars registered on or after 1 January 1998 with an approved CO₂ emissions figure, **go to section 5a**
- For cars registered on or after 1 January 1998 without an approved CO₂ emissions figure, **go to section 5b**
- For cars registered before 1 January 1998, **go to section 5c**

Cars registered on or after 1 January 1998 with an approved CO₂ emissions figure

Approved CO₂ emissions figure in box F, if this exceeds the 2016 to 2017 relevant threshold of 95g/km it should be rounded down to the next lowest 5g/km, for example 188 to 185.

G g/km

Using table 2 below, use the figure in box G to work out the percentage to enter in box H

- use column 1 for:
 - all cars in fuel type A
- use column 2 for:
 - all cars in fuel type D

Appropriate percentage

Go straight to section 6 – do not complete sections 5b or 5c

H %

TABLE 2								
CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)	CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)	CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)
0 to 50	7	10						
51 to 75*	11	14	130	23	26	175	32	35
76 to 94*	15	18	135	24	27	180	33	36
95	16	19	140	25	28	185	34	37
100	17	20	145	26	29	190	35	37
105	18	21	150	27	30	195	36	37
110	19	22	155	28	31	200**	37	37
115	20	23	160	29	32	or more		
120	21	24	165	30	33			
125	22	25	170	31	34			

*Unrounded

**This is the maximum CO₂ value for which a different percentage applies. Use this value if the figure in box G is greater than the maximum.

5b Cars registered on or after 1 January 1998 without an approved CO₂ emissions figure

Using table 3 below, work out the percentage to enter in box **K**

- use column 1 for:
 - all cars in fuel type A
- use column 2 for:
 - all cars in fuel type D

Appropriate percentage

Go straight to section 6

K %

TABLE 3		
Engine size of car (cc)	Column 1 %	Column 2 %
0 to 1400	16	19
1401 to 2000	27	30
over 2000	37	37
all rotary engines	37	37

5c All cars registered before 1 January 1998

Enter the engine size, then work out the percentage to enter in box **L**

cc

TABLE 4	
Engine size of car (cc)	Percentage
0 to 1400	16
1401 to 2000	27
over 2000	37
all rotary engines	37

Appropriate percentage

L %

6

Calculate the car benefit for a full year

Ignore any decimals when completing box M

E x H, K or L	
M	£

7

Make any deductions for days the car was unavailable

If the car was available to the employee for the whole of the tax year, put the figure in box M into box Q. If not, state the period for which the car was available

from / / to / /

Total days for which the car was unavailable read the 'P11D Guide' and booklet '480(2017)'

N	<input type="text"/>
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Deduction for unavailability, round up to next whole number

(M x N)/365	
P	£

Car benefit for the period the car was **available**

M minus P	
Q	£

8

Make any deductions for payments for private use

Enter any required payments made for private use of the car in the year

R	£
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Car benefit charge for 2016 to 2017 for this car (ignore any decimals)

Enter the figure at box S onto form 'P11D', at section F box 9

If the employee had more than 1 car available in the year, add together all the figures at box S on each working sheet, then transfer the total to form 'P11D', at section F box 9.

Q minus R	
S	£

9

Calculate the car fuel benefit charge if appropriate – read the 'P11D Guide'

Car fuel benefit charge for the whole of this tax year

£22,200 x H, K or L	
T	£

Calculate any required deductions

Days the **car** was unavailable from section 7

N	<input type="text"/>
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If the provision of fuel was withdrawn and not reinstated later in the year, enter the date and complete box V, otherwise, go to box W

Date the provision of fuel was withdrawn if applicable

<input type="text"/> / <input type="text"/> / <input type="text"/>
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Additional days after fuel was withdrawn not already counted in box N
do not include the same day in both box N and box V

V	<input type="text"/>
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Total days for which no car fuel benefit charge applies

N + V	
W	<input type="text"/>

Deduction round up to next whole number

(T x W)/365	
X	£

Car fuel benefit charge for 2016 to 2017 for this car

Enter the figure at box Y onto form 'P11D', at section F box 10

If the employee had more than 1 car available in the year, add together all the figures at box Y on each working sheet, then transfer the total to form 'P11D', at section F box 10.

T minus X	
Y	£