



Please make sure your entries are clear on both sides of the form.

Employer name

Employer PAYE reference

Employee name

Surname

First name(s)

Works number/department

National Insurance number

If a director tick here

☐

Date of birth in figures (if known)

Gender **M** – Male **F** – Female

☐

## Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 or more a year during the year to 5 April 2013. Send the completed form to your HM Revenue & Customs office by 6 July 2013.

## Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2012–13 tax return if you get one. The box numberings on this P11D are the same as on the *Employment* page of the tax return, for example, boxes 13.

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a **1A** indicator

<b>A</b>	<b>Assets transferred (cars, property, goods or other assets)</b>	Cost/Market value	Amount made good or from which tax deducted	Cash equivalent	
Description of asset	<input type="text"/>	£ <input type="text"/>	– £ <input type="text"/>	=	<b>13</b> £ <input type="text"/> <b>1A</b>

<b>B</b>	<b>Payments made on behalf of employee</b>	
Description of payment	<input type="text"/>	<b>15</b> £ <input type="text"/>
Tax on notional payments not borne by employee within 90 days of receipt of each notional payment		<b>15</b> £ <input type="text"/>

<b>C</b>	<b>Vouchers and credit cards</b>	Gross amount	Amount made good or from which tax deducted	Cash equivalent
Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers see section M of the P11D Guide)	£ <input type="text"/>	– £ <input type="text"/>	=	<b>12</b> £ <input type="text"/>

<b>D</b>	<b>Living accommodation</b>	Cash equivalent
Cash equivalent of accommodation provided for employee, or his/her family or household		<b>14</b> £ <input type="text"/> <b>1A</b>

<b>E</b>	<b>Mileage allowance and passenger payments</b>	Taxable amount
Amount of car and mileage allowances paid to employee for business travel in employee's own vehicle, and passenger payments, in excess of maximum exempt amounts (See P11D Guide for 2012–13 exempt rates)		<b>12</b> £ <input type="text"/>

**F** **Cars and car fuel** If more than two cars were made available, either at the same time or in succession, please give details on a separate sheet

	Car 1	Car 2
Make and model	<input type="text"/>	<input type="text"/>
Date first registered	<input type="text"/>	<input type="text"/>
Approved CO <sub>2</sub> emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO <sub>2</sub> figure	<input type="text"/> g/km <input type="checkbox"/>	<input type="text"/> g/km <input type="checkbox"/>
Engine size	<input type="text"/> cc	<input type="text"/> cc
Type of fuel or power used Please use the key letter shown in the P11D Guide	<input type="text"/>	<input type="text"/>
Dates car was available Do not complete the 'From' box if the car was available on 5 April 2012 or the 'To' box if it continued to be available on 6 April 2013	From <input type="text"/> to <input type="text"/>	From <input type="text"/> to <input type="text"/>
List price of car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ <input type="text"/>	£ <input type="text"/>
Accessories All non-standard accessories, see P11D Guide	£ <input type="text"/>	£ <input type="text"/>
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£ <input type="text"/>	£ <input type="text"/>
Amount paid by employee for private use of the car	£ <input type="text"/>	£ <input type="text"/>
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
Cash equivalent of each car	£ <input type="text"/>	£ <input type="text"/>

Total cash equivalent of all cars made available in 2012–13 **9** £  **1A**

Cash equivalent of fuel for each car £  £

Total cash equivalent of fuel for all cars made available in 2012–13 **10** £  **1A**

<b>G</b>	<b>Vans and van fuel</b>						
	Total cash equivalent of all vans made available in 2012–13		9	£			1A
	Total cash equivalent of fuel for all vans made available in 2012–13		10	£			1A
<b>H</b>	<b>Interest-free and low interest loans</b>						
	If the total amount outstanding on all loans does not exceed £5,000 at any time in the year, there is no need to complete this section.						
			<b>Loan 1</b>			<b>Loan 2</b>	
	Number of joint borrowers (if applicable)						
	Amount outstanding at 5 April 2012 or at date loan was made if later		£			£	
	Amount outstanding at 5 April 2013 or at date loan was discharged if earlier		£			£	
	Maximum amount outstanding at any time in the year		£			£	
	Total amount of interest paid by the borrower in 2012–13 – enter “NIL” if none was paid		£			£	
	Date loan was made in 2012–13 if applicable		/ /			/ /	
	Date loan was discharged in 2012–13 if applicable		/ /			/ /	
	Cash equivalent of loans after deducting any interest paid by the borrower		15	£		1A	15
							1A
<b>I</b>	<b>Private medical treatment or insurance</b>						
		Cost to you		Amount made good or from which tax deducted		Cash equivalent	
	Private medical treatment or insurance	£	–	£	=	11	£
							1A
<b>J</b>	<b>Qualifying relocation expenses payments and benefits</b>						
	Non-qualifying benefits and expenses go in sections M and N below						
	Excess over £8,000 of all qualifying relocation expenses payments and benefits for each move		15	£			1A
<b>K</b>	<b>Services supplied</b>						
		Cost to you		Amount made good or from which tax deducted		Cash equivalent	
	Services supplied to the employee	£	–	£	=	15	£
							1A
<b>L</b>	<b>Assets placed at the employee's disposal</b>						
		Annual value plus expenses incurred		Amount made good or from which tax deducted		Cash equivalent	
	Description of asset	£	–	£	=	13	£
							1A
<b>M</b>	<b>Other items (including subscriptions and professional fees)</b>						
		Cost to you		Amount made good or from which tax deducted		Cash equivalent	
	Description of other items	£	–	£	=	15	£
							1A
	Description of other items	£	–	£	=	15	£
	Income Tax paid but not deducted from director's remuneration					15	£
<b>N</b>	<b>Expenses payments made to, or on behalf of, the employee</b>						
		Cost to you		Amount made good or from which tax deducted		Taxable payment	
	Travelling and subsistence payments (except mileage allowance payments for employee's own car - see section E)	£	–	£	=	16	£
	Entertainment (trading organisations read P11D Guide and then enter a tick or a cross as appropriate here)	£	–	£	=	16	£
	General expenses allowance for business travel	£	–	£	=	16	£
	Payments for use of home telephone	£	–	£	=	16	£
	Non-qualifying relocation expenses (those not shown in sections J or M)	£	–	£	=	16	£
	Description of other expenses	£	–	£	=	16	£