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Please return to:

 Employer PAYE reference
HMRC office phone number

 Your reference
Accounts office reference

PAYE Income Tax, National Insurance contributions (NICs) and related payments

This form will help us to check you have made the right payments for the above tax year.

Please complete the front of this form and send it back to us at the above address **in time to reach us by 19 May** following the end of the tax year.

Send with this form all the forms P12 Simplified Deduction Cards you still hold for the above tax year.

How to make your return

- As soon as possible after you have made the last payment of wages for the tax year, check that all the deduction cards you hold are fully completed.
- Sign the Declaration and certificate on this form.
- Send us all the deduction cards, with this form, using the enclosed envelope.

Making further payments

- If you still have any tax or NICs to pay, please make payment without delay.
- **Do not include payment with this form** – If a payment is due, please use one of our recommended methods to pay direct to our accounts office.
See your P30BC payslip booklet for instructions.
- We charge interest on any amounts not received by **19 April** unless you pay by an approved electronic payment method, when cleared funds for your payment must reach our bank account **by 22 April**.
- Where the 22nd falls on a weekend or bank holiday, you must ensure that your payment arrives no later than the last bank working day before the 22nd. Bank working days are Monday to Friday excluding bank holidays.

Declaration and certificate
I declare and certify that for the above tax year:

- all details entered on the deduction cards are fully and truly stated to the best of my knowledge and belief
- all deduction cards issued to me which have not already been returned to HM Revenue & Customs are now enclosed

 • the number of deduction cards enclosed is

Employer signature

 Date
 / /
You may be penalised or prosecuted if you make false statements.

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Employee name	National Insurance contributions (NICs)	Income Tax
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

Total NICs **3** £

Total tax **6** £

Total NICs and tax **3 + 6** **9** £

Total Student Loan deductions **10** £

Total **9 + 10** **11** £

- Statutory Sick Pay (SSP) recovered **12** £
- Statutory Maternity Pay (SMP) recovered **13** £
- NIC compensation on SMP **14** £
- Ordinary Statutory Paternity Pay (OSPP) recovered **15** £
- NIC compensation on OSPP **16** £
- Additional Statutory Paternity Pay (ASPP) recovered **17** £
- NIC compensation on ASPP **18** £
- Statutory Adoption Pay (SAP) recovered **19** £
- NIC compensation on SAP **20** £

Total of boxes 12 to 20 **21** £

Grand total **11** minus **21** **26** £

Employee name	National Insurance contributions (NICs)	Income Tax
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

Total NICs **3** £

Total tax **6** £

Total NICs and tax **3 + 6** **9** £

Total Student Loan deductions **10** £

Total **9 + 10** **11** £

- Statutory Sick Pay (SSP) recovered **12** £
- Statutory Maternity Pay (SMP) recovered **13** £
- NIC compensation on SMP **14** £
- Ordinary Statutory Paternity Pay (OSPP) recovered **15** £
- NIC compensation on OSPP **16** £
- Additional Statutory Paternity Pay (ASPP) recovered **17** £
- NIC compensation on ASPP **18** £
- Statutory Adoption Pay (SAP) recovered **19** £
- NIC compensation on SAP **20** £

Total of boxes 12 to 20 **21** £

Grand total **11** minus **21** **26** £