

Completing forms and payslips

1. Here's part of Andy's council tax bill. Work out his total bill.

First instalment due 15/04/10:	£90.27
9 further payments due 15/05/10 to 15/02/11 of:	£89.00
Total charge for the year:	_____

2. Jena is a care warden, working part time. She's paid £5.50 per hour plus 25p per mile car allowance. Complete this claim form for a week in which she works 17 hours and travels 123 miles.

Name: J Madi	Week: 24	Payclaim
Hours worked: _____	at £ _____ per hour	£ _____
Miles travelled: _____	at £ _____ per mile	£ _____
Total claimed:		£ _____

3. Here's part of Carol's monthly payslip. Work out her net pay after NI (11% on her gross pay) and PAYE (20% on her taxable pay).

Gross pay:	£ <u>1,020.00</u>	NI:	£ _____
Taxable pay:	£ <u>625.00</u>	PAYE:	£ _____
Net pay:	£ _____	Total deductions:	£ _____

4. Huw attended a training day, for which he was paid £7.25 per hour and 35p per mile car travel allowance. The event lasted 7 hours and he travelled 42 miles altogether. Fill in the details on the form.

Name: H Evans	Date: 16/12/10	Event: Training day	Payclaim
Hours worked: _____	at £ _____ per hour	£ _____	
Miles travelled: _____	at £ _____ per mile	£ _____	
Total claimed:		£ _____	

Now check your answers with the answer sheet.