

Your name and address as employer

Postcode

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

007

Tax Year to 5 April 2014

**INFORMATION ONLY**

Employee's details

National Insurance number

Surname

First two forenames

Works/payroll number

Gender

'M' - male, 'F' - female

Employee's private address (if known)

Postcode

**Expenses payments and benefits paid to directors and employees:**  
Complete form P11D or P9D if appropriate and provide a copy of the information to your employee **by 6 July**. See booklet CWG2 Employer Further Guide to PAYE and NICs for more details.

**National Insurance contributions in this employment** (Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NICs table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole £s) From col.1a on P11		Earnings above the LEL, up to and including the PT (whole £s) From col.1b on P11		Earnings above the PT, up to and including the UAP (whole £s) From col.1c on P11		Earnings above the UAP, up to and including the UEL (whole £s) From col.1d on P11		Total of employee's and employer's contributions From col.1e on P11			If amount in col.1e is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the PT From col.1f on P11				
	1a	£	1b	£	1c	£	1d	£	1e	£	p		1f	£	p		

**INFORMATION ONLY**

**Statutory payments included in the pay 'In this employment' figure below**

Statutory Sick Pay (SSP)			Statutory Maternity Pay (SMP)			Ordinary Statutory Paternity Pay (OSPP)			Additional Statutory Paternity Pay (ASPP)			Statutory Adoption Pay (SAP)			Student Loan deductions		
1g			1h			1i			1j			1k			In this employment (whole £s) From col.11 on P11		
£	p		£	p		£	p		£	p		£	p		£	p	

**Pay and Income Tax details**

In previous employment(s)

In this employment

Total for year

Employee's Widows & Orphans/Life Assurance contributions in this employment

Final tax code

Date of starting if during tax year to 5 April 2014

Date of leaving if during tax year to 5 April 2014

DD MM YYYY

Enter 'R' in this box if net refund

Payment in Week 53: if included in Pay and Tax, enter '53', '54' or '56' here (See Employer Helpbook E10)

For official use

Your employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April **2014**

**INFORMATION ONLY**

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example your address

To the employee: keep this certificate in a safe place as you will need it if you fill in a tax return. You also need it to make a claim to tax credits or renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. **By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.**  
HM Revenue & Customs

Employee's details

National Insurance number

Surname

First two forenames

Works/payroll number

Gender  
 'M' - male,  
 'F' - female

Your private address

Postcode

**National Insurance contributions in this employment**

(Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

NICs table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL)(whole £s)	Earnings above the LEL, up to and including the PT (whole £s)	Earnings above the PT, up to and including the UAP (whole £s)	Earnings above the UAP, up to and including the UEL (whole £s)	Employee's contributions due on all earnings above the PT	
	£	£	£	£	£	p
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

**Statutory payments included in the pay 'In this employment' figure below**

**INFORMATION ONLY**

**Student Loan deductions**

Statutory Maternity Pay (SMP)    Ordinary Statutory Paternity Pay (OSPP)    Student Loan deductions in this employment (whole £s)

£    p    £    p    £

**Certificate by Employer/Paying Office:**  
 This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Ordinary Statutory Paternity Pay, Additional Statutory Paternity Pay and Statutory Adoption Pay is included.

**Pay and Income Tax details**

	Pay	Tax deducted
	£    p	£    p
In previous employment(s)		
In this employment ★		
Total for year		
Employee's Widows & Orphans/Life Assurance contributions in this employment ★		Final tax code

◀ The figures aside marked ★ should be used for your tax return, if you get one

Week 53 payment indicator