

Notification of a car provided for the private use of an employee or a director

Employer's name _____	PAYE reference _____						
Employee's/Director's name _____	NI number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>						

Part 1

You are required to make a return on this form for an employee earning at the rate of £8,500 a year or more or a director for whom a car is made available for private use. The completed form is required within 28 days of the end of the quarter to 5 July, 5 October, 5 January or 5 April in which any of the following takes place.

Tick whichever applies

1. The employee/director is first provided with a car which is available for private use
2. A car provided to the employee/director is replaced by another car which is available for private use
3. The employee/director is provided with a second or further car which is available for private use
4. The employee starts to earn at the rate of £8,500 a year or more or becomes a director
5. A car provided to the employee/director is withdrawn without replacement

Part 2 Details of car provided

Make _____ Model _____ Date first registered _____

Price of car (normally the list price at date of first registration) £ _____

Price of accessories not included in price of car £ _____

Date car first made available to employee _____

Capital contribution (if any) made by employee to cost of the car and for accessories £ _____

Sum payable (if any) by employee for private use of the car £ _____ a week / a month / a quarter / a year

Is fuel for private use provided with this car? yes no If so, is the employee required to make good the cost of all fuel used for private motoring **and** do you expect him/her to continue to do so? yes no

If the answer to the previous question is 'no' please indicate the type of fuel petrol diesel
and the cylinder capacity up to 1400cc 1401 - 2000cc 2001 or more

If you have ticked box 1, 2, 3 or 4 in Part 1 please show the expected level of annual business mileage for this car less than 2500 2500 - 17999 18000 or more

If you have ticked box 2 in Part 1 but the employee has more than one car available for private use please provide details of the car replaced } Make _____
Model _____

If you have ticked box 5 in Part 1 please provide details of the car withdrawn } Date withdrawn _____
(where appropriate)

Declaration

I declare that all particulars required are fully and truly stated according to the best of my knowledge and belief

Signature _____

Capacity in which signed _____

Date _____