

Your name and address as employer

INFORMATION ONLY

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

Employee's details Copy from P11

National Insurance number

Date of birth in figures DD MM YYYY

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

Surname

First two forenames

Works/payroll number

Employee's private address including postcode (if known)

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

| NIC 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 ET (whole £s) | Earnings above the ET, up to and including the UAP (whole £s) | Earnings above the UAP, up to and including the UEL (whole £s) | Total of employee's and employer's contributions | Employee's contributions due on all earnings above the ET | Scheme Contracted-out Number |
|------------------|--|---|---|--|--|---|---|
| | From col.1a on P11 | From col.1b on P11 | From col.1c on P11 | From col.1d on P11 | From col.1e on P11 | From col.1f on P11 | (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only) |
| 1a | £ | 1b | £ | 1c | £ | 1d | £ |
| | | | | | | | S |
| | | | | | | | S |
| | | | | | | | S |
| | | | | | | | S |

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

Statutory Sick Pay (SSP) 1g £ p

Statutory Maternity Pay (SMP) 1h £ p

Statutory Paternity Pay (SPP) 1i £ p

Statutory Adoption Pay (SAP) 1j £ p

Student Loan deductions

In this employment (whole £s) £

From col.1k on P11

Pay and Income Tax details

| | Pay (£ p) | Tax deducted (£ p) | Date of starting if during tax year to 5 April 2010 DD MM YYYY |
|---------------------------|----------------------|----------------------|--|
| In previous employment(s) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| In this employment | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total for year | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Employee's Widows and Orphans Life Assurance contributions in this employment £ p

Final tax code

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

For completion by desktop laser printer or other suitable sheet-feed printer. P14 (Tax copy) and P60 (for employee) are on separate sheets 2 and 3.

Please keep National Insurance and Tax copies in separate bundles for sending in

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

For help to fill in this form, see Employer Helpbook E10

P14 End of Year Summary 2009-10

For completion by desktop laser printer or other suitable sheet-feed printer. P14 (National Insurance copy) and P60 (for employee) are on separate sheets 1 and 3.

| | |
|---|---|
| Employer's name and address <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">INFORMATION ONLY</div> | Tax Year to 5 April <input style="width: 50px;" type="text"/> HM Revenue & Customs office name <input style="width: 250px; height: 20px;" type="text"/> Employer PAYE reference <input style="width: 150px; height: 20px;" type="text"/> |
|---|---|

| | |
|--|--|
| Employee's details <small>Copy from P11</small> | |
| National Insurance number <input style="width: 150px; height: 20px;" type="text"/> Surname <input style="width: 220px; height: 20px;" type="text"/> First two forenames <input style="width: 220px; height: 20px;" type="text"/> <input style="width: 220px; height: 20px;" type="text"/> Works/payroll number <input style="width: 220px; height: 20px;" type="text"/> | Date of birth in figures <input style="width: 50px;" type="text"/> DD <input style="width: 50px;" type="text"/> MM <input style="width: 50px;" type="text"/> YYYY Gender <input style="width: 20px;" type="text"/> 'M' – male, 'F' – female Employee's private address including postcode (if known) <input style="width: 250px; height: 60px;" type="text"/> |

| National Insurance contributions in this employment | | | | | | | | (Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit) | |
|---|--|---|---|--|--|---|---|--|--|
| NIC 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 ET (whole £s) | Earnings above the ET, up to and including the UAP (whole £s) | Earnings above the UAP, up to and including the UEL (whole £s) | Total of employee's and employer's contributions | Employee's contributions due on all earnings above the ET | Scheme Contracted-out Number | | |
| | From col.1a on P11 | From col.1b on P11 | From col.1c on P11 | From col.1d on P11 | From col.1e on P11 | From col.1f on P11 | (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only) | | |
| | 1a £ | 1b £ | 1c £ | 1d £ | 1e £ p | 1f £ p | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |
| | | | | | | | S | | |

| Statutory payments included in the pay 'In this employment' figure below | | | |
|---|---|--|--|
| 1g £ p Statutory Sick Pay (SSP) <input style="width: 100px;" type="text"/> | 1h £ p Statutory Maternity Pay (SMP) <input style="width: 100px;" type="text"/> | | |
| 1i £ p Statutory Paternity Pay (SPP) <input style="width: 100px;" type="text"/> | 1j £ p Statutory Adoption Pay (SAP) <input style="width: 100px;" type="text"/> | | |
| Student Loan deductions | | | |
| In this employment (whole £s) <input style="width: 100px;" type="text"/> <small>From col.1k on P11</small> | | | |

| Pay and Income Tax details | | | | Pay | | Tax deducted | | Date of starting if during tax year to 5 April 2010 | | Date of leaving if during tax year to 5 April 2010 | |
|---|--|--|--|--|--|---|--|---|----|--|--|
| | | | | | | | | | | | |
| In previous employment(s) | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | DD | MM | YYYY | <input style="width: 100px;" type="text"/> |
| In this employment | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | DD | MM | YYYY | <input style="width: 100px;" type="text"/> |
| Total for year | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | <input style="width: 100px;" type="text"/> | | | | |
| Employee's Widows and Orphans Life Assurance contributions in this employment | | | | £ p | | | | | | | |
| | | | | <input style="width: 100px;" type="text"/> | | | | | | | |
| Final tax code | | | | <input style="width: 100px;" type="text"/> | | Payment in week 53: if included in Pay and Tax enter '53', '54', or '56' here (see Employer Helpbook E10) | | | | | |

For employer's use

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

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For official use

Do not destroy

P60 End of Year Certificate 2009-10

Your employer's name and address

INFORMATION ONLY

Tax Year to 5 April

HM Revenue & Customs office name

Employer PAYE reference

Employee's details

National Insurance number

Surname

First two forenames

Works/payroll number

Gender

'M' - male, 'F' - female

Your private address

National Insurance contributions 'in this employment'

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

Table with 7 columns: NIC table letter, Earnings at the LEL, Earnings above the LEL, Earnings above the ET, Earnings above the UAP, Employee's contributions due, and Scheme Contracted-out Number.

INFORMATION ONLY

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

Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP), Statutory Adoption Pay (SAP)

Student Loan deductions

In this employment (whole £s)

Pay and Income Tax details

Pay and Tax deducted fields for previous employment, in this employment, and total for year.

Employee's Widows and Orphans Life Assurance contributions in this employment

Final tax code and Week 53 payment indicator

The figures aside marked ★ should be used for your Tax Return, if you get one

To the employee: keep this certificate in a safe place. You will need it if you fill in a Tax Return. You also need it to make a claim for tax credits or to renew your claim.

HM REVENUE & CUSTOMS

For employer's use

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, Statutory Paternity Pay or Statutory Adoption Pay is included.

P60(LaserSheet 3-Portrait)(2009-10)

Employer: For completion by desktop laser printer or other suitable sheet-feed printer. Forms P14 (National Insurance and Tax copies) are on separate sheets 1 and 2.

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