

Your name and address as employer

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April

229

Employee's details

Copy from P11

Date of birth in figures
DD MM YYYY

Gender

'M' – male,
'F' – female

Employee's private address including postcode (if known)

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.

National Insurance number

Surname

First two forenames

Works/payroll number

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)	Total of employee's and employer's contributions	If amount in col.1e is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the PT
	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
	1a £	1b £	1c £	1d £	1e £ p	↓	1f £ p

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)
1g	1h	1i	1j	1k
£ p	£ p	£ p	£ p	£ p

Student Loan deductions

In this employment (whole £s) From col.1l on P11

£

Pay and Income Tax details

In previous employment(s)

In this employment

Total for year

Pay

£ p

Tax deducted

£ p

Enter 'R' in this box if net refund

Date of starting if during tax year to 5 April 2014

DD MM YYYY

Date of leaving if during tax year to 5 April 2014

DD MM YYYY

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

Final tax code

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

Your employer's name and address	HM Revenue & Customs office name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Employer PAYE reference <div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/</div>
	For employer's use <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Tax Year to 5 April <div style="border: 1px solid black; width: 50px; height: 20px;"></div>

Employee's details

National Insurance number	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	Gender	<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">M</div>	'M' – male, 'F' – female
Surname	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
First two forenames	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Works/payroll number	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>				

Your private address

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. You will need it if you fill in a tax return. You also need it to make a claim to tax credits or to 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

National Insurance contributions in this employment					(Note: LEL = Lower Earnings Limit, PT = Primary 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 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
<div style="border: 1px solid black; height: 20px; width: 20px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	
<div style="border: 1px solid black; height: 20px; width: 20px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	
<div style="border: 1px solid black; height: 20px; width: 20px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	
<div style="border: 1px solid black; height: 20px; width: 20px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 80px;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	

Statutory payments included in the pay 'In this employment' figure below					Student Loan deductions	
Statutory Maternity Pay (SMP)	Ordinary Statutory Paternity Pay (OSPP)	Additional Statutory Paternity Pay (ASPP)	Statutory Adoption Pay (SAP)	In this employment (whole £s)		
£ p	£ p	£ p	£ p	£		
<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #002060; color: white; text-align: center;">[REDACTED]</div>		

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 or Statutory Adoption Pay is included.

Pay and Income Tax details		
	Pay	Tax deducted
	£ p	£ p
In previous employment(s)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
In this employment ★	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Total for year	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	£ p	
Employee's Widows & Orphans/Life Assurance contributions in this employment ★	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Final tax code <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Enter 'R' in this box if net refund
↓

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

Week 53 payment indicator