

Employer's Payment Record

Employer's name

Demo Employer Limited

Accounts Office reference

931PQ12345678

2011

Year end 5 April

Enter year

Please enter the details requested each time you make a payment.

Usually, this would be each week or month - when you make the payment. Usually this would be each week or month - when you make the payment. If you make quarterly payments then you would normally record the details every third month. However, you may prefer to enter details for each month(or week) - you should then total them every third month.

For guidence on making payments to the HM Revenue & Customs please see Part 3 of employer's Help Book E13 Dat-to-day payroll.

You will need information about payments when you complete your form P35 (Employer's Annual Return).

Period	Income Tax (inc. subcontra ctor deduction s)	Student Loan Deduction s	Tax Credits paid to employee' s	Net Income Tax (1 + 2 minus 3)	Gross National Insurance Contributio ns (NICs)	Statutory Sick Pay (SSP) recovered	Statutory Maternity Pay (SMP) recovered	NIC compensa tion on SMP	Statutory Paternity Pay (SPP) recovered	NIC compensat ion on SPP	Statutory Adoption Pay (SAP) recovered	NIC compensat ion on SAP	NIC Holiday claimed	Total deductions from NICs	Net NICs (5 minus 14)	Amount due (4 + 15)	Date paid
														boxes 6 to 13)			
	£	£	£	£	£		£		9	10	11	12	13	14	15	16	17
	*	<u>*</u> 	* 	*	, z	_ <u>*</u>	* 	, L	£	£	£	£	£	£	£	£	£
Month 1	916.21	0.00	0.00	916.21	1,055.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,055.53	1,971.74	
Month 2	897.24	0.00	0.00	897.24	1,038.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,038.87	1,936.11	
Month 3	899.07	0.00	0.00	899.07	1,038.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,038.87	1,937.94	
Quarter 1	2,712.52	0.00	0.00	2,712.52	3,133.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,133.27	5,845.79	
Month 4	899.67	0.00	0.00	899.67	1,038.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,038.87	1,938.54	
Month 5	899.04	0.00	0.00	899.04	1,038.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,038.87	1,937.91	<u> </u>
Month 6	943.07	0.00	0.00	943.07	1,086.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.47	2,029.54	
Quarter 2	2,741.78	0.00	0.00	2,741.78	3,164.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,164.21	5,905.99	
Month 7	943.01	0.00	0.00	943.01	1,086.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.47	2,029.48	
Month 8	943.70	0.00	0.00	943.70	1,086.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.47	2,030.17	
Month 9	943.07	0.00	0.00	943.07	1,086.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.47	2,029.54	

Perio	d	Income	Student	Tax	Net	Gross	Statutory	Statutory	NIC	Statutory	NIC	Statutory	NIC	NIC	Total	Net NICs	Amount	Date paid
		Tax (inc.	Loan	Credits	Income	National	Sick Pay	Maternity	compensa		compensat	Adoption	compensat	Holiday	deductions	(5 minus	due (4 +	
			Deduction	paid to	Tax (1 + 2	Insurance	(SSP)	Pay (SMP)	tion on SMP	Pay (SPP)	ion on SPP	Pay (SAP)	ion on SAP	claimed	from NICs	14)	15)	
		ctor deduction	S	employee'	minus 3)	Contributio ns (NICs)	recovered	recovered	SIVIP	recovered		recovered	SAP					
		s)				110 (14100)									(total of			
		,													boxes 6 to 13)			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Quarter	3	2,829.78	0.00	0.00	2,829.78	3,259.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,259.41	6,089.19	
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Month	10	943.01	0.00	0.00	943.01	1,086.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,086.47	2,029.48	
Month	11	0.40.04	0.00		0.40.04	4 000 47				100.40		04.50		0.00	05.00	4.450.00	0.005.07	
	!	943.04	0.00	0.00	943.04	1,086.47	0.00	-349.60	0.00	189.16	0.00	94.58	0.00	0.00	-65.86	1,152.33	2,095.37	!!
Month	12	020.22	0.00	0.00	020.22	4 004 74	0.00	024.20	0.00	0.00	0.00	0.00	0.00	0.00	024.20	447.05	4 000 00	
ļ	!	939.33	0.00	0.00	939.33	1,081.71	0.00	934.36	0.00	0.00	0.00	0.00	0.00	0.00	934.36	147.35	1,086.68	!!
Quarter	4	2,825.38	0.00	0.00	2,825.38	3,254.65	0.00	584.76	0.00	189.16	0.00	94.58	0.00	0.00	868.50	2,386.15	5,211.53	
ļ		2,020.00	0.00	0.00	2,025.50	3,234.03		1 304.70	0.00	109.10	0.00	94.50		0.00	000.50	2,300.13		ïI
Total	ı	11,109.46	0.00	0.00	11,109.46	12,811.54	0.00	584.76	0.00	189.16	0.00	94.58	0.00	0.00	868.50	11,943.04	23,052.50	

Complete this line if pay day falls on 5 April(in leap year 4 & 5 April).

Note

The monthly NICs and SSP totals on this form may not be the same as the monthly totals for recovering SSP under the Percentage Threshold Scheme.

Record of funding

If you receive funding from the HM Revenue & Customs to pay Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP), Statutory Adoption Pay (SAP) or to refund tax, you may keep a record in the table below. It will help you fill in your Employer's Annual Return at the end of the year.

Date received from HM Revenue & Customs	Funding to pay SSP/SMP/SPP/SAP	Funding to refund PAYE Income Tax
Totals	£	£