

P11D Expenses and benefits 2009-10

Please ensure your entries are clear on both sides of the form.

Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year to 5 April 2010. Send the completed form to your HM Revenue and Customs office by 6 July 2010.

Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2009-10 Tax Return if you get one. The box numberings on this P11D are the same as on the Employment Page of the Tax Return, for example, 13.

Employer name

Employer PAYE reference

Employee name

Date of birth in figures (if known)

 If a director tick here
Works number / department

National Insurance number

 Gender **M – Male F – Female**

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown

1A

A Assets transferred (cars, property, goods or other assets)

Description of asset	Cost/Market value	Amount made good or from which tax deducted	Cash equivalent
<input type="text"/>	£ 0.00	- £ 0.00	= 13 £ 0.00 1A

B Payments made on behalf of employee

Description of payment	<input type="text"/>	15 £ 0.00
Tax on notional payments not borne by employee within 90 days of receipt of each notional payment		15 £ 0.00

C Vouchers or credit cards

Value of vouchers and payments made using credit cards or tokens	Gross amount	Amount made good or from which tax deducted	Cash equivalent
	£ 0.00	- £ 0.00	= 12 £ 0.00

(for qualifying childcare vouchers the excess over £55 a

D Living Accommodation

Cash equivalent of accommodation provided for employee, or his/her family or household	Cash equivalent
	14 £ 0.00 1A

E Mileage allowance and passenger payments

Amount of car and mileage allowances paid to employee for business travel in employee's own vehicle, and passenger payments, in excess of maximum exempt amounts	Taxable amount
	12 £ 0.00

(See P11D Guide for 2009-10 exempt rates)

F Cars and car fuel If more than two cars were made available, either at the same time or in succession, please give details on a separate sheet

Car 1

Make and Model

Date first registered

Approved CO2 emissions figure for cars registered on or after 1 January 1998

Tick box if the car does not have an approved CO2 figure

Engine size **CC**

Type of fuel or power used

Please use the key letter shown in the P11D Guide

Dates car was available

Do not complete the 'From' box if the car was available on 5 April 2009
 'To' box if it continued to be available on 6 April 2010

From to

List price of car

Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480

Accessories All non-standard accessories, see P11D Guide

Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories

Amount paid by the employee for private use of the car

Date free fuel was withdrawn

Tick if reinstated in year (see P11D Guide)

Cash equivalent of each car

g/km

CC

From to

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

See P11D Guide for details of cars that have no approved CO2 figure

Total cash equivalent of all cars available in 2009-10

Cash equivalent of fuel for each car

£ 0.00 **9** **1A**

£ 0.00

Total cash equivalent of fuel for all cars available in 2009-10

£ 0.00 **10** **1A**

G Vans and van fuel

Total cash equivalent of all vans made available in 2009-10

Total cash equivalent of fuel for all vans made available in 2009-10

£ 16.27 **9** **1A**

£ 2.71 **10** **1A**

H Interest-free and low interest loans

If the total amount outstanding on all loans does not exceed £5,000 at any time in the year, there is no need to complete this section.

Number of joint borrowers (if applicable)

Amount outstanding at 5 April 2009 or at date loan was made if later £

Amount outstanding at 5 April 2010 or at date loan was discharged if earlier £

Maximum amount outstanding at any time in the year £

Total amount of interest paid by the borrower in 2009-10 - enter "NIL" if none was paid £

Date loan was made in 2009-10 if applicable

Date loan was discharged in 2009-10 if applicable

Cash equivalent of loans after deducting any interest paid by the borrower

Loan 1

0

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00

£ 0.00 **15** **1A**

I Private medical treatment or insurance

Private medical treatment or insurance

Cost to you £ 0.00 - Amount made good or from which tax deducted £ 0.00 = Cash equivalent £ 0.00 **11** **1A**

J Qualifying relocation expenses payments and benefits

Non-qualifying benefits and expenses go in sections M and N below

Excess over £ 8,000 of all qualifying relocation expenses payments and benefits for each move

15 £ 0.00 1A

K Services supplied

	Cost to you		Amount made good or from which tax deducted		Cash equivalent
Services supplied to the employee	£ 0.00	-	£ 0.00	=	15 £ 0.00 1A

L Assets placed at the employee's disposal

Description of asset	Annual value plus expenses incurred		Amount made good or from which tax deducted		Cash equivalent
	£ 0.00	-	£ 0.00	=	13 £ 0.00 1A

M Other items (including subscriptions and professional fees)

Description of other items	Cost to you		Amount made good or from which tax deducted		Cash equivalent
	£ 0.00	-	£ 0.00	=	15 £ 0.00 1A
	£ 0.00	-	£ 0.00	=	15 £ 0.00

Income tax paid but not deducted from director's remuneration

15 £ 0.00

N Expenses payments made to, or on behalf of, the employee

Travelling and subsistence (except mileage allowance payments for employee's own car - see section E)

	Cost to you		Amount made good or from which tax deducted		Taxable payment
	£ 0.00	-	£ 0.00	=	16 £ 0.00

Entertainment (trading organisations read P11D Guide and then enter a tick or a cross as appropriate here)

<input type="checkbox"/>	£ 0.00	-	£ 0.00	=	16 £ 0.00
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General expenses allowance for business travel

	£ 0.00	-	£ 0.00	=	16 £ 0.00
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Payments for use of home telephone

	£ 0.00	-	£ 0.00	=	16 £ 0.00
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Non-qualifying relocation expenses

(those not shown in sections J or M)

	£ 0.00	-	£ 0.00	=	16 £ 0.00
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Description of other expenses

	£ 0.00	-	£ 0.00	=	16 £ 0.00
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