

Supporting Document – P160 (PENNOT) Employee In Year Document

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

T1 Title : (Optional)

Enter here the title of the employee. E.g.: Mr, Mrs, Miss, Ms.

Please note,

1. First character must be an alphabet.
2. Spaces are not allowed between the characters.
3. The length should not exceed 4 characters.

T2 First Forename : (Mandatory)

Enter here the employee's first name. This field is mandatory.

Please note,

1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, hyphen and apostrophe.
3. The length should not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's First forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. , comma
3. _ underscore
4. () opening and closing parenthesis
5. / Forward slash
6. 0 zero (in place of alphabet O)
7. 1 2 3 numbers
8. * asterisk
9. ? question mark.

Please note, if employee's First forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you not think this is appropriate, you must ensure that forename does not contain any space in it.

T3 Second Forename : (Optional)

Enter here the employee's Second forename.

Please note,

1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e, A-Z upper or lower case, hyphen and apostrophe.
3. The length should not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Second forename.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. , comma
3. _ underscore
4. () opening and closing parenthesis
5. / Forward slash
6. 0 zero (in place of alphabet O)
7. 1 2 3 numbers

8. * asterisk
9. ? question mark.

Please note, if employee's Second forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you not think this is appropriate, you must ensure that forename does not contain any space in it.

T4 Surname : (Mandatory)

Enter here the employee's Surname. This field is mandatory.

Please note,

1. First character must be an alphabet.
2. You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.
3. The length should not exceed 35 characters.

Please note, the special characters listed below must not be used when you enter the employee's Surname.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. * asterisk
3. ? question mark.

T5 Address Line 1 : (Mandatory)

Enter here the employee's address Line 1. This field is mandatory.

Please note, a single address line can contain a maximum of 35 characters including spaces.

Please note, the special character listed below must not be used when you enter the employee's address.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.

T6 Address Line 2 : (Optional)

Enter here the employee's address Line 2, if present.

Please note,

1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

T7 Address Line 3 : (Optional)

Enter here the employee's address Line 3, if present.

Please note,

1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

T8 Address Line 4 : (Optional)

Enter here the employee's address Line 4, if present.

Please note,

1. The length should not exceed 35 characters including spaces.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

T9 Postcode : (Optional)

Enter here the postcode of the employee's address , if present.

e.g. EP1 3SO.

Please note ,

1. It must contain alphanumeric characters only. Space is allowed.
2. The length should not exceed 8 characters.

T10 Country : (Optional)

Enter here the Country of the employee's address

Please note ,

1. The length should not exceed 35 characters.
2. Please do not enter any invalid characters as listed for employee's Address Line 1.

T11 Job Title : (Optional)

Enter here the employee's job title . Please note that the employee's Job title should not exceed 28 characters.

T12 NI Number : (Mandatory)

Enter here the employee's National Insurance number (NINo). If the NI number is not known, please enter as "NOT KNOWN".

Please note, the NINO must follow the acceptable format as below :

1. Characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes. Character 1 must not be D, F, I, Q, U, V or X.
 2. Characters 3 - 8 must be numeric.
 3. Character 9 must be alpha in the range A - D or a space.
- For e.g. Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) "AA123456A" or "BB123456 ".

T13 Date of Birth : (Optional)

Enter here the date of birth of the employee.

Please note,

1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format.
2. It must be today or earlier.

T14 Gender : (Mandatory)

Enter here the employee's gender.

Please note,

1. It must be entered as 'Male' or 'M' or 'Female' or 'F'.

T15 Pension Start Date : (Mandatory)

Enter here the date the Pension Started.

Please note,

1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format.

T16 Leaving Date : (Optional)

Enter here the date on which the employee retired.

Please note,

1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format.

2. It must be in the current tax year or in the previous 6 tax years, i.e. cannot be earlier than 6 tax years .

T17 Tax code at Leaving : (Optional)

Enter here the employee's Tax Code at Leaving, or at the time of retiring .

Please note,

1. It must be a minimum of 2 characters and a maximum of 5, i.e. 451L.
2. A leading zero is only allowed with OT.

Common reasons for errors are listed below:

1. K after number i.e. 123K - should be entered as K123
2. DO & OT should be entered as D0 & 0T (0 zero not O alpha)
3. Leading zeros - 00495L should be 495L
4. Leading zeros after K - K00123 should be K123
5. H codes i.e. 456H is no longer valid
6. W, X, WK1, /1 are examples of letters shown after the tax code to denote a week 1 basis i.e. 345LWK1. None of these are allowed.
7. NI is a payroll indicator. It is not a valid code.

T18 Week1/Month1 Indicator (Yes/No) : (Optional)

Enter here Week1/Month1 indicator, for employee's Tax code at Leaving, or at the time of retiring .

If the employee's Tax code is operated on a week 1 or month 1 basis (non-cumulative), then enter 'Yes' or 'Y'. Otherwise enter 'No' or 'N' or leave it blank, if the employee is taxed on a cumulative basis.

When a code is operated on a week 1 or month 1 basis it is non-cumulative, which means that the employee's 'cumulative' earnings in the year are ignored when calculating the tax; instead tax is calculated only on their earnings in the current pay period. In other words, every time the employee is paid, the tax is calculated as if it were the first pay period of the tax year.

When a code is operated on a cumulative basis, the earnings of the employee in the tax year are added up and tax is calculated on the total cumulative earnings of the employee.

Please note that the indicator must be given only if employee Tax code at Leaving is present.

T19 Pay Frequency : (Optional)

Enter here the employee's payment frequency i.e how frequently your employee was paid. This field is mandatory, if Tax code at Leaving is given.

Please note,

1. If the employee was paid monthly, enter 'Month' or 'M'.
2. If the employee was paid Weekly, 2 Weekly or 4 Weekly, enter 'Week' or 'W'.

T20 Last Period Number : (Optional)

Enter here the last pay period number, i.e week or month number that the employee left or retired.

Please note,

1. This field is mandatory if the employee's Tax code at Leaving is given and is operated on a cumulative basis.
2. If Pay Frequency is set to "month", last period number must be in the range 01-12.
3. If Pay Frequency is set to "week", last period number must be in the range 01-54 or 56.
4. 0 (Zero) is not allowed in this field.
5. The length should not exceed 2 digits.

T21 Total Pay TD : (Optional)

Enter here the Total Pay to date of the employee, at leaving or retirement. This field is mandatory, if the employee's Tax code at Leaving is given and is operated on a cumulative basis.

Please note the following when you enter the amount:

1. It must be in pounds and pence.
2. It must be greater than or equal to zero. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
e.g. the figure 1,234.00 is invalid.

It should be entered as 1234.00 without the comma.

4. It must be greater than or equal to Total Tax TD.

T22 Total Tax TD: (Optional)

Enter here the Total Tax to date paid by the employee, at leaving or retirement. This field is mandatory, if the employee's Tax code at Leaving is given and is operated on a cumulative basis.

Please note the following when you enter the amount:

1. It must be in pounds and pence.
2. It must be greater than or equal to zero. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
e.g. the figure 1,234.00 is invalid.

It should be entered as 1234.00 without the comma.

T23 Tax Code in use : (Mandatory)

Enter here the current Tax Code in use for the pensioner (previously employee).

Please note,

1. It must be a minimum of 2 characters and a maximum of 5, i.e. 451L.
2. A leading zero is only allowed with OT.

Common reasons for errors are listed below:

1. K after number i.e. 123K - should be entered as K123
2. DO & OT should be entered as D0 & OT (0 zero not O alpha)
3. Leading zeros - 00495L should be 495L
4. Leading zeros after K - K00123 should be K123
5. H codes i.e. 456H is no longer valid
6. W, X, WK1, /1 are examples of letters shown after the tax code to denote a week 1 basis i.e. 345LWK1. None of these are allowed.
7. NI is a payroll indicator. It is not a valid code.

T24 Week1/Month1 Indicator (Yes/No) : (Optional)

Enter here Week1/Month1 indicator, for pensioner's Tax code in use .

If the Tax code is operated on a week 1 or month 1 basis (non-cumulative), then enter 'Yes' or 'Y'. Otherwise enter 'No' or 'N' or leave it blank, if the pensioner is taxed on a cumulative basis.

T25 Pay Frequency : (Mandatory)

Enter here the Pensioner's payment frequency . This field is mandatory.

Please note,

1. If the pensioner is paid monthly, enter 'Month' or 'M'.
2. If the pensioner is paid Weekly, 2 Weekly or 4 Weekly, enter 'Week' or 'W'.

T26 Pension Number : (Optional)

Enter here the Pension Number, if present.

Please note, the length of Pension Number must not exceed 20 characters.

T27 Annual Pension : (Mandatory)

Enter here the Annual Pension amount for the pensioner (previously employee). This field is mandatory.

T28 New Widow : (Optional)

Enter here "New Widow" status for the pensioner.

If the pension recipient is female, and recently widowed, then enter 'Yes' or 'Y'. If not applicable, leave it blank.

T29 Student Loan : (Optional)

State whether the pensioner is making student loan payments. If yes, enter 'Yes' or 'Y', else leave it blank.

T30 Previous Employer Tax Office Number : (Optional)

Enter here the previous employer's Tax Office number.

Here Previous Employer refers to the Employer, in whose employment, the employee retired.

Please note,

1. This must be the number of the Tax Office responsible for that employer's PAYE scheme.
2. The length should not exceed 3 digits.
3. Leading zeros are allowed.
4. 000 is invalid.

T31 Previous Employer Tax Office Reference : (Optional)

Enter here the previous employer's Tax Office Reference.

Here Previous Employer refers to the Employer, in whose employment, the employee retired.

Please note,

1. This must be the Tax office reference for that employer's scheme.
2. The first character must be alphanumeric.
3. The length should not exceed 10 characters.

Please note, the special characters listed below must not be used when you enter the previous employer's tax office reference.

1. ` This is not an apostrophe, this is a grave accent. Please do not use this special character instead of an apostrophe.
2. _ underscore
3. \ Back slash