Instruction Document – P11D

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

Important: There are few fields in the spreadsheet form which contains the drop down options. In case you are filling data in more than one row, please copy the cells containing the drop down option to the succeeding rows so that you can use this option in each row.

G1 Title: Enter here the title of the employee. E.g.: Mr, Mrs, Miss, Ms.

Please note that no 'spaces' are allowed between any characters and the length should not exceed more than 4 characters.

G2 First Forename: Enter here the employee's first name.
This field is mandatory.

You should only use characters defined in the Schema i.e, A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

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

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

G3 Second Forename: Enter here the employee's Second forename.

You should only use the characters defined in the Schema i.e, A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

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

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

10.**?** question mark.

G4 Surname: Enter here the employee's Surname.
This field is mandatory.

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.

The length should not exceed more than 35 characters.

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

1. Please do not include leading or trailing spaces when you enter the Surname. For example if the Surname is O'Connor, do not include space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example in a surname the apostrophe must be entered as O**'**Connor, not as O**`**Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

G5 Works Number: Enter here the employee's Works Number. Please note that the employee's works number or payroll number can be alphanumeric and should not exceed more than 20 characters in length.

G6 NI Number: Enter here the employee's National Insurance number (NINo). This field is mandatory.

Please note, the NINO must follow the acceptable format as shown in the EOY schema i.e.

Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) e.g. "AA123456A" or "BB123456 " (the suffixes M, F and P will not be allowable after 2004/05).

Other reasons for failure are listed below:

1. Use of invalid prefixes not in accordance with the published list given in Appendix 3 of the 2004-05 PAYE End-of-Year Business Rules.
2. Temporary (TN)NI numbers e.g. TN111111F are not valid
3. Temporary Tax Office numbers e.g. 12J3456 are not valid
4. Fields longer or shorter than 9 characters are not valid
5. NOTKNOWN or NOT KNOWN are not valid entries

G7 Employee Indicator: From the drop down list, select the appropriate option to indicate whether the employee is a director or an employee earning more than £8500 annually.

G8 Benefit Type: From the drop down list, select the type of benefit provided to the employee. This field is mandatory.

Please note, when you select a certain benefit type for an employee, you should enter only the details pertaining to that benefit type in a single row. If that employee has availed more than one benefit of the same type or different type, then use separate rows to enter the details of each benefit. For e.g. If the employee is provided with benefit A 'assets' as well as benefit F 'Car', enter the asset benefit details in one row and the car benefit details in another row.

G9 Benefit Category: Enter here the benefit category for the benefit type you have selected.

G10 Description: Enter here the description of the benefit type which you have selected.

G11 Gross Annual Amount: Enter here the total benefit value for the current tax year. This field is mandatory.

G12 Amount Made good: Enter here the amount paid by the employee towards the availed benefit in the current tax year. This field is mandatory.

G13 Total Cash Eqvlnt: Enter here the total cash equivalent amount of the benefit. This is the Gross annual amount of the benefit minus the amount made good by the employee towards the benefit. This field is mandatory.

Please note, in case of Benefit F, i.e. The car benefit, you need to enter the sum of the car cash equivalent and the fuel cash equivalent.

G14 Car Make: If car is provided as a benefit, enter here the make of the car. This field is mandatory.

The length should not exceed more than 35 characters.

G15 Car Model: If car is provided as a benefit, enter here the model of the car. This field is mandatory.

The length should not exceed more than 35 characters.

G16 Car Registration Date (YYYY-MM-DD): If car is provided as a benefit, enter here the date when the car was first registered. This field is mandatory.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.
E.g.: If the car was first registered on 20th November 2000, the date should be entered as 2000-11-20.

G17 Car Registration No.: If car is provided as a benefit, enter here the registration number of the car. This field is mandatory.

G18 Car Price: If car is provided as a benefit, enter here the list price of the car. This field is mandatory. It should include the price of the accessories, that were added in the car before it was given to this employee as a benefit. A minimum of £1000 is considered.

G19 Car Accessory Added After: If car is provided as a benefit, enter here the price of the car accessories which were added, after the car was provided as a benefit to this employee.

G20 Car Capital Contribution: If car is provided as a benefit, enter here the capital contribution made by the employee towards this car. A maximum contribution of £5000 is allowed.

G21 Car CO2: If the car was registered on or after 1 Jan 1998, enter here the carbon dioxide emission figure of the car in grams per kilometer.

G22 Car Engine CC: If car is provided as a benefit, enter here the engine size of the car. This must not be present if 'Fuel Type' is E.

G23 Car Fuel Type: From the drop down list select the type of fuel used in the car. This field is mandatory.

Acceptable values are:
1.
        'P' for Petrol

'D' for Diesel (not Euro lV)
'L' for Euro lV emissions standard diesel
'H' for Hybrid electric
'B' for gas only or Bi-fuel with approved gas CO2 figure
'C' for conversion or older Bi-fuel

Must be present if car registered on or after 1 Jan 1998.

2. 'E' for electricity only

Can only be present if car registered on or after 1 Jan 1998, the No Approved CO2 figure indicator is present and no CO2 emissions figure is present.

G24 Car Facilitated: Enter here whether the car facilitated to the employee was the first car, second / further car or a replacement car. This field is mandatory.

G25 Car Avail From (YYYY-MM-DD): Enter here the date from which the car benefit was availed by this employee. This field is mandatory.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G26 Car Avail To (YYYY-MM-DD): Enter here the date up to which the car benefit was availed by this employee.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G27 Car Unavailable days: Enter here the number of days, the car was not available to the employee during the benefit period.

G28 Car Private Use Payment: Enter here the amount paid by the employee for the private use of this car.

G29 Car Payment Frequency: From the drop down list, select how frequently the car payment was made by the employee for private use.

G30 Fuel Usage Purpose: If fuel was provided to this employee, then enter here the purpose for which the fuel was provided.

G31 Fuel Avail From (YYYY-MM-DD): Enter here the date from which the fuel was provided to the employee in the current tax year.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G32 Fuel Withdrawn (yes/no): State whether the fuel supply was withdrawn from the employee or not.

G33 Fuel Withdrawn Date: If the fuel was withdrawn, enter here the date when the fuel supply was withdrawn from the employee.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G34 Fuel Reinstated (yes/no): State whether the fuel was reinstated in the current tax year or not.

G35 Fuel Fully Paid (yes/no): Enter 'Yes', if the employee has fully paid for the private or private/business usage of the fuel in the current tax year.

G36 Car Cash Equiv: Enter here the total cash equivalent amount of the car benefit. This field is mandatory.

G37 Fuel Cash Equiv: Enter here the total cash equivalent amount of the fuel. Please note, this should not include the cash equivalent for the car benefit.

G38 Loan Availed Date: Enter here tha date when the loan was availed by the employee. This field is mandatory.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G39 Loan Joint Borrowers: Enter here the number of people who have jointly borrowed the loan.

G40 Loan Initial OS Amt: Enter here the amount of loan that was outstanding either at the beginning of the tax year or on the date when it was first made (if it was first made in this tax year). This field is mandatory.

G41 Loan Max OS Amt: Enter here the maximum amount of loan that was outstanding at any time during the year. This field is mandatory.

G42 Loan Interest Payment Date (YYYY-MM-DD): Enter here the date when the loan payment was made to the employee, if the loan payment was made in the current tax year.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G43 Loan Interest Paid: Enter here the amount of interest paid by the employee in the current tax year.

G44 Loan Discharge Date (YYYY-MM-DD): Enter here the date when the loan was discharged for the employee, if it was discharged in the current tax year.

Please note that the date should be entered as **YYYY-MM-DD**. This is because the XML Schema Stipulation only accepts YYYY-MM-DD as the date format. DD-MM-YYYY will not be accepted.

G45 Address Line 1: If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 1 of the accommodation provided. This field is mandatory.

G46 Address Line 2: If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 2 of the accommodation provided.

G47 Address Line 3: If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 3 of the accommodation provided.

G48 State/Province: If you have provided Benefit D-Living Accommodation, to the employee, enter here the state/province relating to the address of the accommodation provided.

G49 Post Code: If you have provided Benefit D-Living Accommodation, to the employee, enter here the post code relating to the address of the accommodation provided. This field is mandatory.

G50 Country: If you have provided Benefit D-Living Accommodation, to the employee, enter here the country relating to the address of the accommodation provided.