Instruction Document – P9D

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.

J1 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.

J2 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

J3 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.

J4 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.

J5 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.

J6 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

J7 Benefit Type: Enter here the type of benefit provided to the employee.

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 C 'vouchers' as well as benefit D 'accommodation', enter the voucher details in one row and the accommodation details in another row.

J8 Benefit Category: Enter here the benefit category for the benefit type you have entered.

J9 Description: Enter here the description of the benefit type which you have entered.

J10 Gross Annual Amount: Enter here the total benefit value for the current tax year. This field is mandatory.

J11 Made good: Enter here the amount paid by the employee towards the availed benefit in the current tax year. This field is mandatory.

J12 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.

J13 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.

J14 Address Line 2: If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 2 of the accommodation provided.

J15 Address Line 3: If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 3 of the accommodation provided.

J16 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.

J17 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.

J18 Country: If you have provided Benefit D-Living Accommodation, to the employee, enter here the country relating to the address of the accommodation provided.