

Instruction Document – P14 Part Totals for 2007-08

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

Y1 Number of P14s in this part : (Mandatory)

Enter here the "Number of P14s", for this P14 Part submission, that you are sending to the HMRC. This field is mandatory.

Please note, the figure entered must be equal to the number of employee P14s included in this unique id or part.

Y2 Total NI Contributions for this part : (Mandatory)

Enter here the total amount of National Insurance Contributions deducted, for this P14 part. This field is mandatory.

Please note, the NI Contributions amount must be the total of all the P14 "Total NI Contributions Payable" fields included in this unique id or part.

Y3 Total P14 Tax for this part : (Mandatory)

Enter here the "Total P14 Tax" for this P14 part. This field is mandatory.

Please note, the Total P14 Tax must be the total of all the P14 "Tax in this employment" included within this unique id or part.

Y4 SSP Recovered for this part : (Mandatory)

Enter here the "SSP Recovered" for this P14 part. This field is mandatory. If there is no amount, leave it blank.

Please note, the SSP recovered must be the total of all the P14 "Statutory Sick Pay" (SSP) included within this unique id or part.

Y5 SMP Recovered for this part : (Mandatory)

Enter here the "SMP Recovered" for this P14 part. This field is mandatory. If there is no amount, leave it blank.

Please note, the SMP recovered must be the total of all the P14 "Statutory Maternity Pay" (SMP) included within this unique id or part.

Y6 SPP Recovered for this part : (Mandatory)

Enter here the "SPP Recovered" for this P14 part. This field is mandatory. If there is no amount, leave it blank.

Please note, the SPP recovered must be the total of all the P14 "Statutory Paternity Pay" (SPP) included within this unique id or part.

Y7 SAP Recovered for this part : (Mandatory)

Enter here the "SAP Recovered" for this P14 part. This field is mandatory. If there is no amount, leave it blank.

Please note, the SAP recovered must be the total of all the P14 "Statutory Adoption Pay" (SAP) included within this unique id or part.

Y8 Total Student Loan Deductions for this part : (Mandatory)

Enter here the "Total Student Loan deductions" for this P14 part. This field is mandatory. If there is no amount, leave it blank.

Please note, the Total Student Loan deductions must be the total of all the P14 "Student Loan Deductions" included within this unique id or part.

Y9 Unique Reference for this P14 part (Max 12 characters) : (Mandatory)

Enter here the unique reference ID to identify the P14 part. It can be up to a maximum of 12 characters. This field is mandatory.

Y10 Employer Name : (Mandatory)

Enter here the Employer Name. This field is mandatory. Please note the characters length should not exceed 35 .

Y11 PAYE Reference (Tax Office Number / Tax Office Reference) : (Mandatory)

Enter here the PAYE reference of the Employer. This field is mandatory.