

Instruction Document – P46(Car)

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

K1 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.

K2 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

K3 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 parenthesis
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark.

K4 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.

K5 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.

K6 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

K7 First Car (Yes/No): Enter 'Yes', if the employee is provided with this car for the first time in the current tax year.

K8 Replaced Car (Yes/No): Enter 'Yes', if the car provided to the employee is a replacement for another car in the current tax year. This field is mandatory.

K9 Second or Further Car (yes/no): Enter 'Yes', if the car provided to the employee is a second or further car in the current tax year.

K10 P11D Status (yes/no): Enter 'Yes', if the employee earned at a rate of £8,500 a year or more in the current year.

K11 Car Withdrawn (yes/no): Enter 'Yes', if any existing car benefit was withdrawn from the employee in the current tax year.

K12 Car Withdrawn Date (YYYY-MM-DD): If any car benefit was withdrawn from the employee, enter here the date on which the car benefit was withdrawn.

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.

K13 Car Make: Enter here the make of the car. This field is mandatory.

K14 Car Model: Enter here the model of the car. This field is mandatory.

The length should not exceed more than 35 characters.

K15 Car Registration Date (YYYY-MM-DD): Enter here the date when the car was first registered. This field is mandatory.

K16 Car Registration No: Enter here the registration number of the car.

K17 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.

K18 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.

K19 Car Unavailable days: Enter here the number of days, the car was not available to the employee during the benefit period.

K20 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.

K21 Car Engine CC: Enter here the engine size of the car. This must not be present if 'Fuel Type' is E.

K22 Car Fuel Type: Enter here the the type of fuel used in the car.

Acceptable values are:

1.
 - `P' for Petrol
 - `D' for Diesel (not Euro IV)
 - `L' for Euro IV 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.

K23 Car Price: 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.

K24 Car Accessory Added After: Enter here the price of the car accessories which were

added, after the car was provided as a benefit to this employee.

K25 Car Capital Contribution: Enter here the capital contribution made by the employee towards this car. maximum contribution of £5000 is allowed.

K26 Car Private Use Payment: Enter here the amount paid by the employee for the private use of this car. This field is mandatory.

K27 Car Payment Frequency: Enter here how frequently the car payment was made by the employee for private use.

Acceptable values are:

`W' Weekly
`Q' Quarterly
`M' Monthly
`Y' Yearly

K28 Fuel Provided (yes/no): Enter 'Yes', if fuel was provided to the employee for private or private/business usage in the current tax year.

K29 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.

K30 Employer Name: Enter here the company name.
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 company name.
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

K31 PAYE Reference (TaxOfficeNumber / TaxOfficeReference): Enter here the company tax office number and tax office reference (separated with '/').
This field is mandatory.

For example '999/A123'.

The length should not exceed more than 14 characters.

The first 3 characters must be numeric. In case of 2 digit numbers, prefix a zero to it.

The '/' as separator, followed by the tax office reference.