

Instruction Document – P11D

Please Note: Labels marked in **Red** in this document indicate mandatory fields and should be completed (filled in) 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: (Optional)

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 4 characters.

G2 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.

G3 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.

G4 Surname: (Mandatory)

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 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: (Mandatory)

Enter here the employee's Works Number. This field is mandatory.

Please note, the following when you enter the employee's Works Number

1. Characters can be alphanumeric and should not exceed 20 characters.
2. Must be unique identifier for every employee.

G6 Date of Birth (YYYY-MM-DD): (Optional)

Enter here the date of birth of the employee.

Please note, the following when you enter the date of birth

1. It must be completed if the National Insurance number is not known.
2. 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.
3. It must be today or earlier.

G7 Gender: (Optional)

Enter here the employee's gender.

Please note, the following when you enter the employee's gender.

1. Must be completed if the National Insurance number is not known.
2. Must be entered as **'Male'** or **'M'** or **'Female'** or **'F'**.

G8 NI Number: (Optional)

Enter here the employee's National Insurance number (NINo). If the NI number is not known leave it blank.

Please note, the NINO must follow the acceptable format:

1. Characters 1 & 2 must be alpha and must be one of the issued National Insurance Number prefixes.
2. Characters 3 - 8 must be numeric.
3. Character 9 must be alpha in the range A - D or a space.

For Example: Two alpha (AA) six digits (123456) one alpha (A, B, C, D or space) "AA123456A" or "BB123456 " (the suffixes M, F and P are not allowed).

G9 Employee Indicator: (Mandatory)

From the drop down list, select the appropriate option to indicate whether the employee is a director or an employee. This values can be either of '1.DIR' or '2.P11D'.

G10 Benefit Type: (Mandatory)

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 transferred' as well as benefit **F** 'Car & car fuel', enter the 'Assets transferred' benefit details in one row and the 'Car & car fuel' benefit details in another row.

G11 Benefit Category: (Mandatory)

From the drop down list, select the benefit category for the benefit type you have selected. This field is mandatory.

Choose as appropriate benefit category for benefit type:

<i>Benefit Type</i>	<i>Benefit Category</i>
C / D / E / F / H / I / J / K	0.NA
A / B / L / N	1.Othrs
A	2.Prcs Mtls / 3.Prprty / 4.Cars
B	5.Season Tkt / 6.Notional Tax
G	19.Vans / 20.Van Fuel
L	7.Hsptlty / 8.Timeshare Accm / 9.Boat / 10.Holiday Accm
M	11.Othr-CL1A / 12.Othr-Non-CL1A / 13.Dirs Tax
N	14.Phone / 15.Entmnt / 16.Travel / 17.Relocation / 18.Entmnt TrdOrg

G12 Description: (Optional)

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

G13 Gross Annual Amount: (Mandatory)

Enter here the total benefit value for the current tax year. This field is mandatory.

G14 Amount Made good: (Mandatory)

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

G15 Total Cash EqvInt: (Mandatory)

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.

G16 Van Cash Equiv: (Optional)

Enter here the cash equivalent amount of the van benefit. This field is mandatory, if van benefit is provided.

G17 Van Fuel Cash Equiv: (Optional)

Enter here the total cash equivalent amount of the Van fuel. Please note, this value should not include the cash equivalent for the Van.

G18 Car Make: (Mandatory)

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

The length should not exceed 35 characters.

G19 Car Model: (Mandatory)

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

The length should not exceed 35 characters.

G20 Car Registration Date (YYYY-MM-DD): (Mandatory)

If car is provided as a benefit, enter here the date when the car was first registered. This field is mandatory.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G21 Car Registration No.: (Mandatory)

If car is provided as a benefit, enter here the registration number of the car. This field is mandatory.

G22 Car Price: (Mandatory)

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.

G23 Car Accessory Added After: (Optional)

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.

G24 Car Capital Contribution: (Optional)

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.

G25 Car CO2: (Optional)

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.

G26 Car Engine CC: (Optional)

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

G27 Car Fuel Type: (Mandatory)

From the drop down list select the type of fuel used in the car. This field is mandatory. Must be present if car registered on or after 1 Jan 1998.

Acceptable values are:

'P' for Petrol

'D' for Diesel (not Euro IV)

'L' for Euro IV emissions standard diesel

'H' for Hybrid electric

'E' for electricity only

'B' for gas only or Bi-fuel with approved gas CO2 figure

'C' for conversion or older Bi-fuel

'G' for E85 fuel, a mixture of 85 percent bio-ethanol and 15 percent unleaded petrol.

G28 Car Facilitated: (Mandatory)

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

G29 Car Avail From (YYYY-MM-DD): (Mandatory)

Enter here the date from which the car benefit was availed by this employee. This field is mandatory.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G30 Car Avail To (YYYY-MM-DD): (Optional)

Enter here the date up to which the car benefit was availed by this employee.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G31 Car Unavailable days: (Optional)

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

G32 Car Private Use Payment: (Optional)

Enter here the amount paid by the employee for the private use of this car.

G33 Car Payment Frequency: (Optional)

From the drop down list, select how frequently the car payment was made by the employee for private use.

G34 Fuel Usage Purpose: (Optional)

If fuel was provided to this employee, then enter here the purpose for which the fuel was provided.

G35 Fuel Avail From (YYYY-MM-DD): (Optional)

Enter here the date from which the fuel was provided to the employee in the current tax year.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G36 Fuel Withdrawn (yes/no): (Optional)

State whether the fuel supply was withdrawn from the employee or not.

G37 Fuel Withdrawn Date: (Optional)

If the fuel was withdrawn, enter here the date when the fuel supply was withdrawn from the employee.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G38 Fuel Reinstated (yes/no): (Optional)

State whether the fuel was reinstated in the current tax year or not.

G39 Fuel Fully Paid (yes/no): (Optional)

Enter 'Yes', if the employee has fully paid for the private or private/business usage of the fuel in the current tax year.

G40 Car Cash Equiv: (Mandatory)

Enter here the total cash equivalent amount of the car benefit. This field is mandatory.

G41 Fuel Cash Equiv: (Optional)

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

G42 Loan Availed Date: (Mandatory)

Enter here the date when the loan was availed by the employee. This field is mandatory.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G43 Loan Joint Borrowers: (Optional)

Enter here the number of people who have jointly borrowed the loan.

G44 Loan Initial OS Amt: (Mandatory)

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.

G45 Loan Max OS Amt: (Mandatory)

Enter here the maximum amount of loan that was outstanding at any time during the year. This field is mandatory.

G46 Loan Interest Payment Date (YYYY-MM-DD): (Optional)

Enter here the date when the loan payment was made to the employee, if the loan payment was made in the current tax year.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G47 Loan Interest Paid: (Optional)

Enter here the amount of interest paid by the employee in the current tax year.

G48 Loan Discharge Date (YYYY-MM-DD): (Optional)

Enter here the date when the loan was discharged for the employee, if it was discharged in the current tax year.

The date can be in a **YYYY-MM-DD, or DD/MM/YYYY, or DD/MM/YY** format.

G49 Address Line 1: (Optional)

If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 1 of the accommodation provided.

Please note the following when you enter the address

1. A single address line can contain a maximum of 35 characters including spaces.
2. Please do not enter any invalid characters as listed for Surname and Forename.

G50 Address Line 2: (Optional)

If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 2 of the accommodation provided, if present.

G51 Address Line 3: (Optional)

If you have provided Benefit D-Living Accommodation, to the employee, enter here the address line 3 of the accommodation provided, if present.

G52 State/Province: (Optional)

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

G53 Post Code: (Optional)

If you have provided Benefit D-Living Accommodation, to the employee, enter here the post code relating to the address of the accommodation provided.

G54 Country: (Optional)

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