

Instruction Document – P11D(b)

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

H1 Number of P11Ds: (Optional)

Enter here the total number of employees P11D records, which you entered in the P11D CSV file.

H2 Number of P9Ds: (Optional)

Enter here the total number of employees P9D records, which you entered in the P9D CSV file.

H3 Number of P46(Car)s: (Optional)

Enter here '0', as the P46(Car) combined uploading is not available.

H4 Total Benefits Liabie to Class 1A NICs: (Mandatory)

Enter here the total amount liable to be paid to the HMRC for the benefits provided to the employees during the current tax year. Only the benefits subject to Class 1A NIC should be included. This field is mandatory.

H5 Class 1A NICs rate: (Mandatory)

Enter here the Class 1A NIC percentage rate provided by HMRC for the current tax year.

H6 Class 1A NICs payable: (Mandatory)

Enter here the total amount to be paid to the HMRC by the employer. This is derived by multiplying the **H4 Total benefit liable to Class 1A NIC** with **H5 Class 1A NIC rate** percentage.

H7 Employer Name: (Mandatory)

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

H8 PAYE Reference (TaxOfficeNumber / TaxOfficeReference): (Mandatory)

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