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: (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.

K2   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.

K3   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.

K4   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.

K5   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.

K6   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.

K7   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**'.

K8   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).

K9   P11D Status (yes/no): (Optional)
Enter 'Yes', if the employee earned at a rate of £8,500 a year or more in the current year.

K10   First Car (Yes/No): (Optional)
Enter 'Yes', if the employee is provided with this car for the first time in the current tax year.

K11   Second or Further Car (yes/no): (Optional)
Enter 'Yes', if the car provided to the employee is a second or further car in the current tax year.

K12   Replaced Car (Yes/No): (Optional)
Enter 'Yes', if the car provided to the employee is a replacement for another car in the current tax year.

K13   Replaced Car Make: (Optional)
Enter here the make of the replaced car.

K14   Replaced Car Model: (Optional)
Enter here the model of the replaced car.

K15   Replaced Car Engine CC: (Optional)
Enter here the engine size of the replaced car. This must not be present if 'Fuel Type' of the replaced car is Electric.

K16   Car Withdrawn (yes/no): (Optional)
Enter 'Yes', if any existing car benefit was withdrawn from the employee in the current tax year.

K17   Car Withdrawn Date: (Optional)
If any car benefit was withdrawn from the employee, enter here the date on which the car benefit was withdrawn.

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

K18   Car Make: (Mandatory)
Enter here the first / second provided car make or the withdrawn car make, and the length should not exceed 17 characters. This field is mandatory.

K19   Car Model: (Mandatory)
Enter here the first / second provided car model or the withdrawn car model, and the length should not exceed 17 characters. This field is mandatory.

K20   Car Registration Date: (Mandatory)
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.

K21   Car Registration No: (Optional)
Enter here the registration number of the car and the length should not exceed 10 characters.

K22   Car Avail From: (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.

K23   Car Avail To: (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.

K24   Car Unavailable days: (Optional)
Enter here the number of days, the car was not available to the employee during the benefit period.

K25   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.

K26   Car Engine CC: (Optional)
Enter here the engine size of the car. This must not be present if 'Fuel Type' is E.

K27   Car Fuel Type (P/D/L/H/E/B/C/G): (Mandatory)
Enter here the the type of fuel used in the car.

Acceptable values are:
   '**P**' for Petrol
   '**D**' for Diesel (not Euro lV)
   '**L**' for Euro lV 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.

K28   Car Price: (Mandatory)
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.

K29   Car Accessory Added After: (Optional)
Enter here the price of the car accessories which were added, after the car was provided as a benefit to this employee.

K30   Car Capital Contribution: (Optional)
Enter here the capital contribution made by the employee towards this car. maximum contribution of £5000 is allowed.

K31   Car Private Use Payment: (Optional)
Enter here the amount paid by the employee for the private use of this car, if any.

K32   Car Payment Frequency: (Optional)
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

K33   Fuel Provided (yes/no):   (Optional)
Enter 'Yes', if fuel was provided to the employee for private or private/business usage in the current tax year.

K34   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.

K35   Employer Name: (Mandatory)
Enter here the Employer Name. This field is mandatory. Please note the characters length should not exceed 35.

K36   PAYE Reference (TaxOfficeNumber / TaxOfficeReference):   (Mandatory)
Enter here the PAYE reference of the Employer. This field is mandatory.