

Instruction Document – P9D

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

J1 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.

J2 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.

J3 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.

J4 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.

J5 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.

J6 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.

J7 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'.

J8 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).

J9 Benefit Type: (Mandatory)

Enter here the type of benefit provided to the employee.

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 **C** 'Vouchers and CC' as well as benefit **D** 'Living Accommodation', enter the voucher details in one row and the Living Accommodation details in another row.

J10 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:

Benefit Type	Benefit Category
B	1.Employee's own NIC paid by you
C	2.Travel Vouchers / 3.Gift Vouchers, NSC & Premium Bonds / 4.Meal Voucher / 5. Other Voucher / 6.CC for family or household
D	0.NA
J	0.NA
N	7.Telephone / 8.Gift in Kind / 9.Payments or Bought for / 10.Others.

J11 Description: (Optional)

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

J12 Gross Annual Amount: (Mandatory)

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

J13 Made good: (Mandatory)

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

J14 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.

J15 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.

J16 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.

J17 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.

J18 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.

J19 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.

J20 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.