Instruction Document – P14 Part totals (For Part Submission)

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

Y1 **Number of P14s in this part:** Enter here the total number of P14 parts that you have sent to the HMRC. This field is mandatory.

Y2 **Total of Employees and Employers Contributions for this part:** Enter here the total of all the employee's and the employer's contribution for this P14 part. This field is mandatory.

Y3 **Total Tax for this part:** Enter here the total of all the tax for this P14 part. This field is mandatory.

Y4 **Total SSP for this part:** Enter here the total of all the SSP for this P14 part. This field is mandatory.

Y5 **Total SMP for this part:** Enter here the total of all the SMP for this P14 part. This field is mandatory.

Y6 **Total SPP for this part:** Enter here the total of all the SPP for this P14 part. This field is mandatory.

Y7 **Total SAP for this part:** Enter here the total of all the SAP for this P14 part. This field is mandatory.

Y8 **Total Student Loan Deductions for this part:** Enter here the total of all the student loan deductions for this P14 part. This field is mandatory.

Y9 **Total Tax Credits for this part:** Enter here the total of all the tax credits for this P14 part. This field is mandatory.

Y10 **Unique Reference for this P14 part (Max 12 characters):** Enter here the unique reference ID to identitify the P14 part. It can be up to a maximum of 12 characters. This field is mandatory.