

Use from 6 April 2026 onwards

You must complete this form if there is a change that affects car benefits for an employee earning at the rate of £8,500 a year or more or a director for whom a car is made available for private use. Complete and return this form within 28 days of the end of the quarter to 5 July, 5 October, 5 January or 5 April in which the change takes place.

Employer's details

Name

Demo Company

Phone number

1234567890

PAYE reference

999/P999

Employee's or Director's details

Name

Mr Jhon Eastwood

National Insurance number

Date of birth (if known) DD MM YYYY

02/05/1975

Gender

Male ☒ Female ☐

General details

Show here and on Page 2 any changes that have been made

We provided the employee or director with a car which is available for private use. ☒

We provided the employee or director with a second or further car, which is available for private use. ☐

The employee has started to earn at the rate of £8,500 a year or more, or has become a director. ☒

We have withdrawn a car provided to the employee or director and have not replaced it. ☐

If you ticked this box, please complete the boxes below, and then go straight to the declaration overleaf. Do not complete the other sections

Date withdrawn DD MM YYYY

Please give details of the car withdrawn.

Make and model

Engine size

0 cc

Details of the car provided:

Make and model

2000 FC Zen

Engine Size

0 cc

Please tick one of these boxes to show the engine size:

up to 1400cc

2001cc or more

1401- 2000cc

no engine size

X

Date first registered DD MM

01/04/2000

Emissions

Give the details of the approved CO2 emissions figure at the date of first registration

Grams of CO2 per kilometre

0

If you have not filled in a figure for approved CO2 emissions, please show the reason :

Car was first registered before 1998, or

1998 or later car, for which there is no approved CO2 emission figure

X

(for example, some personal imports from outside the European

Type of Fuel or power

Key letter - use the list of key letters below to find the appropriate key letter and enter it in the box

Type:

- Petrol
- Diesel
- Euro IV emissions standard diesel

Alternative fuel/power types:

- Hybrid electric

A hybrid electric car combines a petrol engine with an electric motor
- Electricity only
- Bi-fuel

For a gas and petrol car that had an approved CO2 emissions figure for gas at first registration
- E85

For a car manufactured to be able to run on E85, a mixture of petrol and at least 85% bioethanol
- Conversion or older bi-fuel

For a gas and petrol car that only had an approved CO2 emissions figure for petrol at first registration

Key letter

D

If you think that the car uses a type of fuel that is not mentioned above, please contact your HM Revenue & Customs

Details of the car provided:

Price and employee contributions

Price of the (not the price actually paid, but the price for tax purposes-normally the list price at the date of first

£

100,000.00

Price of accessories not included in the price of the car

£

15,000.00

Date the car was first made available to the employee DD MM YYYY

30/12/2009

Capital contribution (if any) made by the employee towards the cost of the car and for accessories

£

5,000.00

Sum that the employee is required to pay (if any) for private use of the car

£

0.00

If so, how often?

Weekly

Quarterly

Monthly

Yearly

Fuel for private use

Is fuel provided for private use?

Tick 'Yes' if the employee is provided with any fuel at all for private use, including any combination of petrol and gas, or petrol for a hybrid electric car.
Do not tick 'Yes' if only electricity is provided.

Yes

X

No

If 'Yes', must the employee pay for all fuel used for private motoring and do you expect them to continue to do so?

Yes

No

X

Declaration

I declare that the information I have given is correct according to the best of my knowledge and belief.

Signature

Capacity in which signed

Date DD MM YYYY