

Please ensure your entries are clear on both sides of the form.

Employer details
Employer name

PAYE tax reference

Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year to 5 April 2015.

Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2015 - 16 Tax Return if you get one.

Employee details
Employee name

Works number / department

Date of birth in figures (if known)

 If a director tick here
National Insurance number

Sex M – Male F – Female

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a **1A** indicator.

A Assets transferred (cars, property, goods or other assets)

Description of asset	Cost/Market value	Amount made good or from which tax deducted	Cash equivalent
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1.12"/> <input type="text" value="0.00"/> 1A

B Payments made on behalf of employee

Description of payment	<input type="text" value="private education"/>	<input type="text" value="1.12"/> <input type="text" value="98.00"/>
Tax on notional payments not borne by employee within 90 days of receipt of each notional payment		<input type="text" value="1.12"/> <input type="text" value="0.00"/>

C Vouchers or credit cards

Value of vouchers and payments made using credit cards or tokens	Gross amount	Amount made good or from which tax deducted	Cash equivalent
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1.13"/> <input type="text" value="0.00"/>

D Living Accommodation

Cash equivalent of accommodation provided for employee, or his/her family or household	Cash equivalent
	<input type="text" value="1.14"/> <input type="text" value="0.00"/> 1A

E Mileage allowance and passenger payments

Amount of car and mileage allowances paid to employee for business travel in employee's own vehicle and passenger payments, in excess of maximum exempt amounts (See P11D Guide for 2015 - 16 exempt rates)	Taxable amount
	<input type="text" value="1.15"/> <input type="text" value="725.00"/>

F Cars and car fuel If more than two cars were made available, either at the same time or in succession, please give details on a separate sheet

Make and Model
Date first registered
Approved CO2 emissions figure for cars registered on or after 1 January 1998

Tick box if the car does not have an approved CO2 figure

Engine size

Type of fuel or power used

Please use the key letter shown in the P11D Guide

Dates car was available From

Only enter a 'from' or a 'to' date if the car was first made available and /or be available in 2015-16

List price of car

Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480; employees see leaflet IR172

Accessories All non-standard accessories, see P11D Guide

Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories

Amount paid by the employee for private use of the car

Date free fuel was withdrawn

Tick if reinstated in year (see P11D Guide)

Cash equivalent of each car

Cash equivalent of fuel for each car

Car 1

Free Lander HSE4.6

08/11/1996

0 g/km

See P11D Guide for details of cars that have no approved CO2 figure

4554 CC

06/04/2013 to

33,358.00

212.00

3,000.00

0.00

9,808.80

4,620.62

F Cars and car fuel If more than two cars were made available, either at the same time or in succession, please give details on a separate sheet

Make and Model
Date first registered
Approved CO2 emissions figure for cars registered on or after 1 January 1998

Tick box if the car does not have an approved CO2 figure

Engine size

Type of fuel or power used

Please use the key letter shown in the P11D Guide

Dates car was available From

Only enter a 'from' or a 'to' date if the car was first made available and /or be available in 2015-16

List price of car

Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480; employees see leaflet IR172

Accessories All non-standard accessories, see P11D Guide

Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories

Amount paid by the employee for private use of the car

Date free fuel was withdrawn

Tick if reinstated in year (see P11D Guide)

Cash equivalent of each car

Cash equivalent of fuel for each car

Car 2

bmw bmw

01/10/2002

180 g/km

See P11D Guide for details of cars that have no approved CO2 figure

1998 CC

B

01/09/2013 to 05/04/2014

21,200.00

0.00

0.00

0.00

05/04/2013

2,659.00

1,806.12

Total cash equivalent of all cars available in 2015 - 16 1.16 12,467.80 1A

Total cash equivalent of fuel for all cars available in 2015 - 16 1.17 6,426.74 1A

G Vans

Cash equivalent of all vans made available for private use

1.18 £ 350.96 1A

H Interest-free and low interest loans

If the total amount outstanding on all loans does not exceed 5,000 at any time in the year, there is no need for details in this section.

Loan 1

Number of joint borrowers (if applicable)

0

Amount outstanding at 5 April 2015 or at date loan was made if later

0.00

Amount outstanding at 5 April 2015 or at date loan was discharged if earlier

0.00

Maximum amount outstanding at any time in the year

0.00

Total amount of interest paid by the borrower in 2015 - 16 - enter "NIL" if none was paid

0.00

Date loan was made in 2015 - 16 if applicable

Date loan was discharged in 2015 -16 if applicable

Cash equivalent of loans after deducting any interest paid by the borrower

1.19 0.00 1A

I Private medical treatment or insurance

Private medical treatment or insurance

Cost to you

£ 0.00

Amount made good or from which tax deducted

£ 0.00

Cash equivalent

1.21 £ 0.00 1A

J Qualifying relocation expenses payments and benefits

Non-qualifying benefits and expenses go in sections M and N below

Excess over £ 8,000 of all qualifying relocation expenses payments and benefits for each move

1.22 0.00 1A

K Services supplied

Services supplied to the employee

Cost to you

£ 0.00

Amount made good or from which tax deducted

£ 0.00

Cash equivalent

1.22 £ 0.00 1A

L Assets placed at the employee's disposal

Description of asset

Annual value plus expenses incurred

£ 0.00

Amount made good or from which tax deducted

£ 0.00

Cash equivalent

1.22 £ 0.00 1A

M Other items (including subscriptions and professional fees)

Description of other items

Cost to you

£ 0.00

Amount made good or from which tax deducted

£ 0.00

Cash equivalent

1.22 £ 0.00 1A

Description of other items

£ 0.00

£ 0.00

1.22 £ 0.00

Income tax paid but not deducted from director's remuneration

1.22 £ 0.00

N Expenses payments made to, or on behalf of, the employee

Travelling and subsistence payments (except mileage allowance payments for employee's own car - see section E)

Cost to you		Amount made good or from which tax deducted		Taxable payment
82.00	-	0.00	=	1.23 82.00

Entertainment (trading organisations read P11D Guide and then enter a tick or a cross as appropriate here)

<input type="checkbox"/>	0.00	-	0.00	=	1.23 0.00
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General expenses allowance for business travel

0.00	-	0.00	=	1.23 0.00
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Payments for use of home telephone

333.00	-	0.00	=	1.23 333.00
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Non-qualifying relocation expenses

(those not shown in sections J or M)

0.00	-	0.00	=	1.23 0.00
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Description of other expenses

	0.00	-	0.00	=	1.23 0.00
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