

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

### 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. Send the completed form to your HM Revenue and Customs office by 6 July 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. The box numberings on this P11D are the same as on the Employment Page of the Tax Return, for example, 13.

**Employer name**

**Employer PAYE reference**

**Employee name**



Date of birth in figures (if known)

 If a director tick here 
**Works number / department**

**National Insurance number**


 Gender **M – Male F – Female**


Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown

1A

## 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"/> | £ 0.00            | - £ 0.00                                    | = 13 £ 0.00 1A  |

## B Payments made on behalf of employee

|   |                      |           |
|---|----------------------|-----------|
| Description of payment  | <input type="text"/> | 15 £ 0.00 |
| Tax on notional payments not borne by employee within 90 days of receipt of each notional payment |                      | 15 £ 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 |
|--|--------------|---|-----------------|
|  | £ 0.00       | - £ 0.00                                    | = 12 £ 0.00     |

(for qualifying childcare vouchers the excess over £55 a

## D Living Accommodation

| Cash equivalent of accommodation provided for employee, or his/her family or household | Cash equivalent |
|--|-----------------|
|  | 14 £ 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 | Taxable amount |
|--|----------------|
|  | 12 £ 0.00      |

(See P11D Guide for 2015 -16 exempt rates)

**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

**Car 1**

**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**

Do not complete the 'From' box if the car was available on 5 April 2015

'To' box if it continued to be available on 6 April 2016

**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

**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

**Total cash equivalent of all cars available in 2015 - 16**

Cash equivalent of fuel for each car

**Total cash equivalent of fuel for all cars available in 2015 - 16**

g/km

CC

From  to

£

£

£

£

£

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

9 £  1A

10 £  1A

**G Vans and van fuel**

**Total cash equivalent of all vans made available in 2015 - 16**

**Total cash equivalent of fuel for all vans made available in 2015 - 16**

9 £  1A

10 £  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 to complete this section.

**Number of joint borrowers** (if applicable)

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

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

**Maximum amount outstanding at any time in the year**

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

**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**

**Loan 1**

£

£

£

£

15 £  1A

**I Private medical treatment or insurance**

**Private medical treatment or insurance**

Cost to you                      Amount made good or from which tax deducted                      Cash equivalent

£  - £  = 11 £  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

15 £ 0.00 1A

## K Services supplied

|                                   | Cost to you |   | Amount made good or from which tax deducted |   | Cash equivalent |    |
|-----------------------------------|-------------|---|---|---|-----------------|----|
| Services supplied to the employee | £ 0.00      | - | £ 0.00                                      | = | 15 £ 0.00       | 1A |

## L Assets placed at the employee's disposal

| Description of asset | Annual value plus expenses incurred |   | Amount made good or from which tax deducted |   | Cash equivalent |    |
|----------------------|-------------------------------------|---|---|---|-----------------|----|
|                      | £ 0.00                              | - | £ 0.00                                      | = | 13 £ 0.00       | 1A |

## M Other items (including subscriptions and professional fees)

| Description of other items | Cost to you |   | Amount made good or from which tax deducted |   | Cash equivalent |    |
|----------------------------|-------------|---|---|---|-----------------|----|
|                            | £ 0.00      | - | £ 0.00                                      | = | 15 £ 0.00       | 1A |

|                            |        |   |        |   |           |  |
|----------------------------|--------|---|--------|---|-----------|--|
| Description of other items | £ 0.00 | - | £ 0.00 | = | 15 £ 0.00 |  |
|----------------------------|--------|---|--------|---|-----------|--|

Tax paid

Income tax paid but not deducted from director's remuneration

15 £ 0.00

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

Travelling and subsistence (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 |  |
|--|-------------|---|---|---|-----------------|--|
|  | £ 0.00      | - | £ 0.00                                      | = | 16 £ 0.00       |  |

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

|                          |        |   |        |   |           |  |
|--------------------------|--------|---|--------|---|-----------|--|
| <input type="checkbox"/> | £ 0.00 | - | £ 0.00 | = | 16 £ 0.00 |  |
|--------------------------|--------|---|--------|---|-----------|--|

General expenses allowance for business travel

|  |        |   |        |   |           |  |
|--|--------|---|--------|---|-----------|--|
|  | £ 0.00 | - | £ 0.00 | = | 16 £ 0.00 |  |
|--|--------|---|--------|---|-----------|--|

Payments for use of home telephone

|  |        |   |        |   |           |  |
|--|--------|---|--------|---|-----------|--|
|  | £ 0.00 | - | £ 0.00 | = | 16 £ 0.00 |  |
|--|--------|---|--------|---|-----------|--|

Non-qualifying relocation expenses

(those not shown in sections J or M)

|  |        |   |        |   |           |  |
|--|--------|---|--------|---|-----------|--|
|  | £ 0.00 | - | £ 0.00 | = | 16 £ 0.00 |  |
|--|--------|---|--------|---|-----------|--|

Description of other expenses

|  |        |   |        |   |           |  |
|--|--------|---|--------|---|-----------|--|
|  | £ 0.00 | - | £ 0.00 | = | 16 £ 0.00 |  |
|--|--------|---|--------|---|-----------|--|