

Deductions Working Sheet P11 Year to 5 April 2009

Employee's details use capitals

Turn over page for Weeks 31-52 (Months 8-12) and End of Year Summary boxes

Box A Employer name	Box C Surname	Box E National Insurance number	Box G Works/payroll number	Box H Date of starting DD MM YYYY	Box K Tax code †
Box B HM Revenue & Customs office name	Employer PAYE reference	Box D First two forenames	Box F Date of birth DD MM YYYY	Box I Date of leaving DD MM YYYY	† If amended cross out previous code
Note 1 Using the P11 Calculator on your Employer CD-ROM is the easiest and quickest way to complete the P11. Look at the CD-ROM for guidance on how to use the P11 Calculator and to find the Employer Helpbooks on tax and NICs (E10, E11 and E13), on E14, 'Statutory Sick Pay' on Statutory Maternity Pay and E15, 'Statutory Sick Pay and E10, 'Statutory Adoption Pay'. Copies of the Helpbooks are available from the Employer Orderline on 0845 7 646 646. For further assistance go to www.hmrc.gov.uk or phone the Employer Helpline on 0845 7 143 143.				Note 2 In the NI Tables, a letter is shown at the top of each section, for example A, B, C, D. Copy the Table letter you use to the Table letter box in the 'End of Year Summary' overlaid. If the employee's circumstances change part way through a year, the Table letter may change as well. Record all Table letters used and enter separate totals for each one.	
Box J Student Loan Deductions case (✓/)				Box L Amended code † Wk/Mth in which applied	

Please keep this form for at least three years after the end of the year to which it relates, or longer if you are asked to do so.

National Insurance contributions Note: LEL = Lower Earnings Limit; ET = Earnings Threshold; UEL = Upper Earnings Limit **Statutory payments** **PAYE Income Tax**

Month number	Week number	Earnings details					Contribution details					Statutory payments					Student Loan Deductions (whole pounds only)	PAYE Income Tax									
		Earnings at the LEL (where earnings are equal to or exceed the LEL)		Earnings above the LEL, up to and including the ET		Earnings above the ET, up to and including the UEL	Total of employee's and employer's contributions - mark minus amounts 'R'		Employee's contributions due on all earnings above the ET		Statutory Sick Pay (SSP) paid to employee in the week or month included in column 2	Statutory Maternity Pay (SMP) paid to employee in the week or month included in column 2	Statutory Paternity Pay (SPP) paid to employee in the week or month included in column 2	Statutory Adoption Pay (SAP) paid to employee in the week or month included in column 2	Total 'free pay' to date as shown by Tables A * †	Total taxable pay to date: column 3 minus column 4a or column 3 plus column 4b * †		Total 'tax due' to date as shown by Calculator Tables or Tax Tables B to D	K codes only		K codes only		K codes only		For Employer's use		
		1a	1b	1c	1d	1e	1f	1g	1h	1i	1j	2	3	4a	4b	5	6	6a	6b	7	8						
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6	30																										
		Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	Total c/fwd	

* If in any week/month the amount in column 4a is more than the amount in column 3, leave column 5 blank.

If the contribution Table letter changed during this part of the tax year, please see Note 2 above.
 If more than one contribution Table letter has been used during this employment, steps (1) to (4) should be applied separately to each Table letter.

(1) Add all amounts of NICs not marked 'R'.
 (2) Add all amounts of NICs marked 'R'.
 (3) Take away (2) from (1).
 (4) If (3) is a minus amount, mark the amount 'R' and carry forward to page 2.

Deductions Working Sheet P11 Year to 5 April 2009

Employee's details use capitals

Turn over page for Weeks 1-30 (Months 1-7)

Box A Employer name	Box C Surname	Box E National Insurance number	Box G Works/payroll number	Box H Date of starting DD MM YYYY	Box K Tax code †	† If amended cross out previous code
Box B HM Revenue & Customs office name	Employer PAYE reference	Box D First two forenames	Box F Date of birth DD MM YYYY	Box I Date of leaving DD MM YYYY	Box L Amended code †	Wk/Mth in which applied
				Box J Student Loan Deductions case (✓)		

Please keep this form for at least three years after the end of the year to which it relates, or longer if you are asked to do so.

See Notes 1 and 2 overleaf

Month number	Week number	National Insurance contributions					Statutory payments					Student Loan Deductions (whole pounds only)	Month number	Week number	K codes only							
		Earnings details			Contribution details		Statutory Sick Pay (SSP)	Statutory Maternity Pay (SMP)	Statutory Paternity Pay (SPP)	Statutory Adoption Pay (SAP)	Pay in the week or month including statutory payments (SSP/SMP/SPP/SAP)				Total pay to date	Total 'free pay' to date as shown by Tables A - F	Total 'additional pay' to date as shown by Tables A	Total taxable pay to date: column 3 minus column 4a or column 3 plus column 4b	Total 'tax due' to date as shown by Calculator Tables or Tables SR + B to D	Tax due at end of current period Mark refunds 'R'	Regulatory limit: 50% of column 2 entry	Tax deducted or refunded in the week or month Mark refunds 'R'
		1a	1b	1c	1d	1e	1f	1g	1h	1i	1j	2	3	4a	4b	5	6	6a	6b	7	8	
Bt/fwd	Bt/fwd	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
7																						
8																						
9																						
10																						
11																						
12																						

§ Complete this line if pay day falls on 5 April (in leap years 4 and 5 April)

▲ SSP total	▲ SMP total	▲ SPP total	▲ SAP total	▲ SLD total
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* If in any week/month the amount in column 4a is more than the amount in column 3, leave column 5 blank.

End of Year Summary

Enter NI Contribution Table letter here (see Note 2 overleaf)

Round down the annual total of the earnings recorded in columns 1b and 1c to the nearest whole pound

(1) Add all amounts of NICs not marked 'R'.
 (2) Add all amounts of NICs marked 'R'.
 (3) Take away (2) from (1).
 (4) Enter (3) in column 1d below - if this is a minus amount mark the entry as 'R'.
 If more than one contribution Table letter has been used during this employment, steps (1) to (4) should be applied separately to each Table letter.

1a	1b	1c	1d	1e
£	£	£	£	£

Scheme Contracted-out Number (For Contracted-out Money Purchase schemes or Contracted-out Money Purchase Stakeholder Pension schemes only)

S				
S				
S				
S				

3	Pay	6	Tax deducted
£		£	
p		p	
Pay and Tax totals			
In previous employments			
In this employment Mark net refund 'R'			
Total for year			

Where you are using a K code enter the total of the amounts in column 7 for this employment.

Employee's Widows & Orphans/ Life Assurance contributions in this employment

£	p