

Your name and address as employer

Mr & Mrs Jones
123 High Street
London
SW1 1AA

Tax Year to 5 April

2009

HM Revenue & Customs office name

123/aa123

Employer PAYE reference

123 / AA123

Employee's details

National Insurance no.

AB 12 11 11 D

Date of birth
in figures (if known)

Day Month Year

Sex

M

'M' - male,
'F' - female

Surname

Poppins

First two forenames

Mary

Employee's private address incl. postcode (if known)

123 Nanny Road
London
N1 1AA

Works/
pay roll no. etc

National Insurance contributions in this employment

(Note: LEL = Lower earnings Limit, ET = Earnings Threshold
UEL = Upper Earnings Limit)

NIC table letter	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	If amount in col. 1d is a minus amount enter 'R' here	Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number
	(whole £s only) From col. 1a on P11	(whole £s only) From col. 1b on P11	(whole £s only) From col. 1c on P11	From col. 1d on P11		From col. 1e on P11	(For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
A	1a £	1b £	1c £	1d £ p		1e £ p	S
	4,680	756	18,131	4,315.32		1,994.48	S
							S
							S
							S

Statutory payments included in the pay 'In this employment' figure below

Statutory Sick Pay (SSP)

1f £ p

Statutory Maternity Pay (SMP)

1g £ p

Statutory Paternity Pay (SPP)

1h £ p

Statutory Adoption Pay (SAP)

1i £ p

Pay and Income Tax details

Pay £ p Tax deducted £ p

Enter 'R' in this box if net refund

In previous employment(s)				
In this employment	23,567.98	3,625.60		
Total for year	23,567.98	3,625.60		

Student Loan Deductions
in this employment (whole £s only)
From col. 1j on P11

£

For official use

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

£ p

Payment in week 53:
if included in Pay and Tax totals,
enter '53', '54' or '56' here

(See Employer Helpbook, E10)

Final tax code

543L

Day Month Year

For employer's use

691

Date of starting
if during tax year to 5 April 2009

06 04 2008

Date of leaving
if during tax year to 5 April 2009

05 04 2009

Expenses payments and benefits paid to directors and employees: Complete form P11D or P9D if appropriate and provide a copy of the information to the employee by 6 July. See Employer's Further Guide to PAYE and NICs, CWG2, for more details.