

P60 End of Year Certificate

Tax year to 5 April **2009**

To the employee:

Please keep this certificate in a safe place as **you will need it if you have to fill in a Tax Return or make a claim for Tax Credits.**

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a Tax Return.

HM REVENUE & CUSTOMS

The figures marked * should be used for your Tax Return, if you get one

Employee's details

Surname **Poppins**

Forenames or initials **Mary**

National Insurance number **AB 12 11 11 D** Works/payroll number

Pay and Income Tax details

	Pay	Tax deducted
	£ p	£ p
In previous employment(s)		
In this employment	23,643.38	3,640.80
Total for year	23,643.38	3,640.80

if refund mark 'R'

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

Final tax code **543L**

National Insurance contributions in this employment

NIC table letter	Earnings up to and including the Earnings Threshold (where earnings are equal to or exceed the Lower Earnings Limit)	Earnings above the Earnings Threshold, up to and including the Upper Earnings Limit	Employee's contributions	
			£	p
A	5,436	18,207	2,002.78	

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

Statutory Maternity Pay £ p

Statutory Paternity Pay £ p

Statutory Adoption Pay £ p

Other details

Student Loan Deductions in this employment (whole £s only) £

Your employer's full name and address (including postcode)

**Mr & Mrs Jones
123 High Street
London
SW1 1AA**

To employee

**Mary Poppins
123 Nanny Road
London
N1 1AA**

Employer's PAYE reference **123 / AA123**

Certificate by Employer/Paying Office:
This form shows your total pay for Income Tax purposes in this employment for the year.
Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay is included