

Make sure your entries are clear on both sides of the form.

Employer name

ADP Limited

Employer PAYE reference

846 / A10112A

Employee name

Bouhaddad

Lotfi

If a director tick here ☐

Date of birth in figures (if known)

04 03 1979

Works number / department

8003473

National Insurance number

SW391459D

Gender **M** - Male **F** - Female

M

Note to employer

Fill in this return for a director or employee for the year to 5 April 2021. Send all your P11Ds and one P11D(b) by 6 July 2021 to the address on the back of this form. If you registered online for payroll before 6 April 2020, do not include payrolled benefits on the P11D. For more information, go to www.gov.uk/guidance/paying-your-employees-expenses-and-benefits-through-your-payroll

Note to employee

Keep this form in a safe place. You'll need it to complete your 2020 to 2021 tax return if you get one. The box numberings on this form are the same as on the 'Employment' page of the tax return.

Employers pay Class 1A National Insurance contributions on most benefits.

These are shown in boxes which have a 1A indicator

A	Assets transferred (cars, property, goods or other assets)	Cost/market value or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount	1A
	Description of asset	£	£	£	
B	Payments made on behalf of employee				
	Description of payment			£	
	Tax on notional payments made during the year not borne by employee within 90 days of 5 April 2021			£	
C	Vouchers and credit cards	Gross amount or amount foregone	Amount made good or from which tax deducted	Cash equivalent or relevant amount	
	Value of vouchers and payments made using credit cards or tokens <i>for qualifying childcare vouchers read the P11D Guide</i>	£	£	£	
D	Living accommodation			Cash equivalent or relevant amount	
	Cash equivalent or relevant amount of accommodation provided for employee, or his/her family or household. Exemptions do not apply if using optional remuneration arrangements <i>read P11D Guide</i>			£	1A
E	Mileage allowance payments not taxed at source			Taxable amount	
	Enter the mileage allowances in excess of the exempt amounts only where you've not been able to tax this under PAYE. The exemptions do not apply if using optional remuneration arrangements <i>read P11D Guide</i>			£	
F	Cars and car fuel - if more than 2 cars were made available, either at the same time or in succession, please give details on a separate sheet				
	Make and model	Car 1	Car 2		
	Date first registered DD MM YY				
	Approved CO ₂ emissions figure for cars registered on or after 1 January 1998 <i>tick box if the car does not have an approved CO₂ figure</i>	g/km	g/km		
	Approved zero emissions mileage. If your hybrid car's CO ₂ emissions figure is between 1-50 (inclusive)	miles	miles		
	Engine size	cc	cc		
	Type of fuel or power used <i>please use the key letter shown in the P11D Guide</i>				
	Dates car was available DD MM YY	From To	From To		
	List price of car including car and standard accessories only; if there's no list price, or if it's a classic car, employers read tax guide 480	£	£		
	Accessories all non-standard accessories	£	£		
	Capital contributions the employee made towards the cost of car or accessories	£ (maximum £5,000)	£ (maximum £5,000)		
	Amount paid by employee for private use of the car	£	£		
	Date free fuel was withdrawn <i>tick if reinstated in year, read P11D Guide</i>				
	Cash equivalent or relevant amount for each car	£	£		
	Total cash equivalent or relevant amount of all cars made available in 2020 to 2021			£	1A
	Cash equivalent or amount foregone on fuel for each car	£	£		
	Total cash equivalent or amount foregone on fuel for all cars made available in 2020 to 2021			£	1A

Employee's name		Lotfi Bouhaddad		National Insurance Number		SW391459D	
G	Vans and van fuel						
Total cash equivalent or amount foregone for all vans made available in 2020 to 2021						9	£
Total cash equivalent or amount foregone on fuel for all vans made available in 2020 to 2021						10	£
H	Interest-free and low interest loans						
If the total amount outstanding on all loans does not exceed £10,000 at any time in the year, there's no need to complete this section unless the loan is provided under an optional remuneration arrangement when the threshold does not apply							
						Loan 1	Loan 2
Number of joint borrowers if applicable							
Amount outstanding at 5 April 2020 or at date loan was made if later						£	£
Amount outstanding at 5 April 2021 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 2020 to 2021 enter 'NIL' if none was paid						£ NIL	£ NIL
Date loan was made in 2020 to 2021 if applicable							
Date loan was discharged in 2020 to 2021 if applicable							
Cash equivalent or relevant amount of loans after deducting any interest paid by the borrower						15	£
I	Private medical treatment or insurance						
						Cost to you or amount foregone	Amount made good or from which tax deducted
Private medical treatment or insurance						£ 127.66	£
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	£
K	Services supplied						
						Cost to you or amount foregone	Amount made good or from which tax deducted
Services supplied to the employee						£	£
L	Assets placed at the employee's disposal						
						Cost of the benefit or amount foregone	Amount made good or from which tax deducted
Description of asset						£	£
M	Other items (including subscriptions and professional fees)						
						Cost to you or amount foregone	Amount made good or from which tax deducted
Description of other items						£	£
Description of other items						£	£
Income Tax paid but not deducted from director's remuneration						15	£
N	Expenses payments made on behalf of the employee						
						Cost to you or amount foregone	Amount made good or from which tax deducted
Travelling and subsistence payments - Cost to you or amount foregone except mileage allowance payments for employee's own car, read section E						£	£
Entertainment - Cost to you or amount foregone trading organisations read P11D Guide and then enter a tick or a cross as appropriate here						£	£
Payments for use of home telephone						£	£
Non-qualifying relocation expenses those not shown in sections J or M						£	£
Description of other expenses						£	£

Return all your form P11Ds and one P11D(b) by 6 July 2021 to:
P11D Support Team, BP2302, HM Revenue and Customs, Department 1250, Newcastle upon Tyne, NE98 1ZZ