

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

Employer name

Employer PAYE reference

Employee name



Works number/department

National Insurance number

If a director tick here ☐

Date of birth in figures (if known)

Gender M – Male F – Female ☐

## Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 or more a year during the year to 5 April 2016. Send the completed form to your HM Revenue and Customs office by 6 July 2016.

## Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2015 to 2016 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, boxes 13.

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

### 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"/>	£ <input type="text"/>	£ <input type="text"/>	13	£ <input type="text"/> 1A

### B Payments made on behalf of employee

Description of payment	<input type="text"/>	15	£ <input type="text"/>
Tax on notional payments made during the year not borne by employee within 90 days of 5 April 2016		15	£ <input type="text"/>

### C Vouchers and credit cards

Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers see section M of the P11D Guide)	Gross amount	Amount made good or from which tax deducted	Cash equivalent
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	12 £ <input type="text"/>

### D Living accommodation

Cash equivalent of accommodation provided for employee, or his/her family or household	Cash equivalent
<input type="text"/>	14 £ <input type="text"/> 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 (See P11D Guide for 2015 to 2016 exempt rates)	Taxable amount
<input type="text"/>	12 £ <input type="text"/>

### 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

	Car 1	Car 2
Make and model	<input type="text"/>	<input type="text"/>
Date first registered	<input type="text"/>	<input type="text"/>
Approved CO <sub>2</sub> emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO <sub>2</sub> figure	<input type="text"/> g/km <input type="checkbox"/>	<input type="text"/> g/km <input type="checkbox"/>
Engine size	<input type="text"/> cc	<input type="text"/> cc
Type of fuel or power used Please use the key letter shown in the P11D Guide	<input type="text"/>	<input type="text"/>
Dates car was available	From <input type="text"/> to <input type="text"/>	From <input type="text"/> to <input type="text"/>
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	£ <input type="text"/>	£ <input type="text"/>
Accessories All non-standard accessories, see P11D Guide	£ <input type="text"/>	£ <input type="text"/>
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£ <input type="text"/>	£ <input type="text"/>
Amount paid by employee for private use of the car	£ <input type="text"/>	£ <input type="text"/>
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>
Cash equivalent of each car	£ <input type="text"/>	£ <input type="text"/>

Total cash equivalent of all cars made available in 2015 to 2016 9 £  1A

Cash equivalent of fuel for each car £  £

Total cash equivalent of fuel for all cars made available in 2015 to 2016 10 £  1A

