

Note to employer

Do not use this form if the benefits are provided under an optional remuneration arrangement. Instead use working sheet 2b. Also, read appendix 12 in tax guide '480' for guidance on how to determine the relevant amount to be treated as earnings.

You do not have to use this form but you may find it a useful way to calculate the cash equivalent for each car made available to a director or an employee for the year 2019 to 2020 (that is 6 April 2019 to 5 April 2020).

A separate form is needed for each car provided to the director or employee during 2019 to 2020.

Read the 'P11D Guide' before you complete this form. It refers to paragraphs in tax guide '480 (2020)'.

We advise you to keep a copy of each completed working sheet as it could help you to deal with enquiries. You do not have to give a copy of the completed working sheet to the director or employee, or HM Revenue and Customs. But you must fill in forms P11D and 'P11D(b) Return of Class 1A National Insurance contributions due' whether or not you use this form to calculate car and car fuel benefits.

The term employee is used to cover both directors and employees throughout the rest of this form.

To avoid completing P11D forms, payroll car and car fuel benefit for future tax years online. For more information, go to www.gov.uk/guidance/paying-your-employees-expenses-and-benefits-through-your-payroll

Employer details

Employer name

Employer PAYE reference

Employee details

Employee name

Works number or department

National Insurance number

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Make and model of car available to employee

Date the car was first registered

Was this the only car made available to the employee? Yes ☐ No ☐

If 'No' please make sure that working sheets are completed for each car made available to the employee in 2019 to 2020.

If more than one working sheet 2 is completed for this employee, enter the number of sheets here

1 List price of the car

Complete box A as follows:

- enter the list price of the car as published by its manufacturer, importer or distributor
- if the car had no list price when it was first registered you need to enter the notional price - that is, the price which might reasonably be expected to be its list price on that date if the car's manufacturer, importer or distributor had published a list price for an equivalent car for a single retail sale in the UK
- if the car is a classic car, enter the price that the car might reasonably be expected to fetch if you sold it on the open market on 5 April 2020
- if the car is a classic car and was unavailable to the employee on 5 April 2020 then use the last day in the tax year 2019 to 2020 that it was available to the employee - for this purpose, assume that all the qualifying accessories available on the car are included in the sale

A classic car is one which:

- is at least 15 years old on 5 April 2020
- has a market value of at least £15,000
- has a market value which is higher than the original list or notional price (including accessories)

Price of the car including standard accessories

A	£
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2 Accessories

Price of all accessories read the 'P11D Guide' and tax guide '480 (2020)'

B	£
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A + B	
C	£

3 Capital contributions

Capital contributions made by the employee towards the cost of the car or the accessories
max £5,000

D	£
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C minus D	
E	£

4 The price used to calculate the car benefit charge for 2019 to 2020

5

Calculating the appropriate percentage

The appropriate percentage depends on when the car was first registered, the type of fuel used and whether it has an approved CO₂ emissions figure.

Approved CO₂ emissions figure if the car has one

F g/km

Enter the key letter (F, D or A) for the car's fuel or power type from table 1 below.

TABLE 1	
Key letter	Car type
F	Diesel cars which meet Euro 6d standard
D	All other diesel cars
A	All other cars

Next step

For cars registered:

- on or after 1 January 1998 with an approved CO₂ emissions figure, go to section 5a
- on or after 1 January 1998 without an approved CO₂ emissions figure, go to section 5b
- before 1 January 1998, go to section 5c

5a

Cars registered on or after 1 January 1998 with an approved CO₂ emissions figure

Approved CO₂ emissions figure in box F, if this exceeds the 2019 to 2020 relevant threshold of 95g/km it should be rounded down to the next lowest 5g/km, for example 188 to 185.

G g/km

Using table 2 below, use the figure in box G to work out the percentage to enter in box H, use:

- column 1 for all cars in fuel type A and F
- column 2 for all cars in fuel type D

Appropriate percentage

H %

Go straight to section 6 - do not complete sections 5b or 5c

TABLE 2					
CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)	CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)
0 to 50	16	20			
51 to 75*	19	23	130	30	34
76 to 94*	22	26	135	31	35
95	23	27	140	32	36
100	24	28	145	33	37
105	25	29	150	34	37
110	26	30	155	35	37
115	27	31	160	36	37
120	28	32	165**	37	37
125	29	33	or more		

* Unrounded.

** This is the maximum CO₂ value for which a different percentage applies. Use this value if the figure in box G is greater than the maximum.

5b Cars registered on or after 1 January 1998 without an approved CO₂ emissions figure

Using table 3 below, work out the percentage to enter in box K, use:

- column 1 for all cars in fuel type A and F
- use column 2 for all cars in fuel type D

Appropriate percentage

K		%
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Go straight to section 6

TABLE 3		
Engine size of car (cc)	Column 1 %	Column 2 %
0 to 1400	23	27
1401 to 2000	34	37
over 2000	37	37
all rotary engines	37	37

5c All cars registered before 1 January 1998

Enter the engine size, then work out the percentage to enter in box L

	cc
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TABLE 4	
Engine size of car (cc)	Percentage
0 to 1400	23
1401 to 2000	34
over 2000	37
all rotary engines	37

Appropriate percentage

L		%
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6

Calculate the car benefit for a full year

Ignore any decimals when completing box M

E x H, K or L	
M	£

7

Make any deductions for days the car was unavailable

If the car was available to the employee for the whole of the tax year, put the figure in box M into box Q. If not, give the dates the car was available

 from / / to / /

Total days the car was unavailable read the 'P11D Guide' and tax guide '480 (2020)'

N	
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Deduction for unavailability round up to next whole number

(M x N)/366	
P	£

Car benefit for the period the car was available

M minus P	
Q	£

8

Make any deductions for payments for private use

Enter any required payments made for private use of the car in the year

R	£
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Car benefit charge for 2019 to 2020 for this car (ignore any decimals)

Enter the figure at box S onto form P11D, at section F box 9

If the employee had more than one car available in the year, add together all the figures at box S on each working sheet, then transfer the total to form P11D, at section F box 9.

Q minus R	
S	£

9

Calculate the car fuel benefit charge - if appropriate, read the 'P11D Guide'

Car fuel benefit charge for the whole of this tax year

£24,100 x H, K or L	
T	£

Calculate any required deductions

Days the car was unavailable from section 7

N	
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If the provision of fuel was withdrawn and not reinstated later in the year, enter the date and complete box V, otherwise, go to box W

Date the provision of fuel was withdrawn if applicable / / Additional days after fuel was withdrawn not already counted in box N
do not include the same day in both box N and box V

V	
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Total days that no car fuel benefit charge applies

N + V	
W	

Deduction round up to next whole number

(T x W)/366	
X	£

Car fuel benefit charge for 2019 to 2020 for this car

Enter the figure at box Y onto form 'P11D', at section F box 10

If the employee had more than one car available in the year, add together all the figures at box Y on each working sheet, then transfer the total to form P11D, at section F box 10.

T minus X	
Y	£