



Employer declaration for the year ended 5 April 2020

About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it. Please read the notes below before completing this return.

Notes for employer

Don't declare any amounts already reported under the Taxed Award Scheme arrangements.

You should give each employee or director a copy of their P11D information and send the completed forms P11D and P11D(b) to your HM Revenue and Customs (HMRC) office by 6 July (you don't need to submit a P11D for expenses and benefits you have registered to be taxed through your payroll).

Pay Class 1A NICs shown on the return to the accounts office. Details on how to pay can be found on our website.

You should pay by:

- 19 July if the payment is by post
- 22 July if the payment is by an approved electronic method

Where 22 July falls on a weekend or bank holiday, your payment should reach our bank account no later than the last bank working day before 22 July unless you are paying by Faster Payments. Interest is chargeable on payments paid late. We may charge penalties if payment is not made in full and on time. The filing date for the return is 6 July. If we don't receive the return by 19 July, penalties will be charged at the rate of £100 per month or part month of lateness for every 50 or part batch of 50 employees provided with benefits.

Class 1A National Insurance contributions (NICs) due

Employers pay Class 1A NICs on benefits which have to be returned on forms P11D or taxed through payroll except where Class 1 NICs or Class 1B NICs are due. Before completing the forms P11D and this return, read the P11D(Guide) and CWG5(2020) 'Class 1A National Insurance contributions on benefits in kind. A guide for employers'.

Forms P11D

As an employer you must complete a return of taxable expenses payments and benefits, form P11D, for each employee and for each director if:

- you've provided them with expenses or benefits which you have not registered to be payrolled and aren't covered by PAYE Settlement Agreement
- you've arranged for taxable expenses or benefits to be provided by a third party

Send this declaration with the completed forms P11D to your HMRC office. If you choose to send the forms P11D in batches, send the declaration with the final batch.

References in this return to forms P11D and HMRC office should be read as including the return of expenses payments and benefits by magnetic media to Shipley Data Centre.

Employer details

Employer PAYE reference

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Accounts Office Reference

1	2	3	P	A	0	0	0	4	5	6	7	8
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Employer name

we

Address

Is this address in the UK?

☒ Yes

☐ No

Line 1

14 Gladstone Road

Line 2

14 Gladstone Road

Line 3 (optional)

14 Gladstone Road

Postcode

CT10 2HZ

Class 1A National Insurance contributions (NICs) due

Total benefits liable to Class 1A NICs from forms P11D

£ 10,000.00

Do you need to adjust the figure entered above?

☐ Yes

☒ No

Class 1A NICs payable

£ 1,380.00

Employer declaration

Select the relevant option and fill in the appropriate details

- ☒ No expenses payments or benefits that must be returned on forms P11D or taxed through payroll have been or will be provided for the year ended 5 April 2020.

I confirm that all details of expenses payments and benefits that must be returned on forms P11D for the year ending 5 April 2020 are enclosed with this declaration. I confirm that I have declared

- ☐ any Class 1A NICs due for expenses payments and benefits that have been taxed through the payroll. I declare that the details provided are fully and truly stated to the best of my knowledge and belief.
- ☐ Forms P11D for the year ended 5 April 2020 were sent to an HMRC office.

- ☒ I confirm that details of expenses payments and benefits that must be returned on forms P11D or taxed through payroll have been sent to HMRC.
I declare that all the details on this form are fully and truly stated to the best of my knowledge and belief.

When you have printed the form, please sign and date it in the appropriate boxes.

Signature

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Date

DD MM YYYY

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Capacity in which signed

Broadstairs

What to do now

Please send the completed form to:

P11D Support Team BP2302
HM Revenue and Customs
Department 1250
NEWCASTLE UPON TYNE
NE98 1ZZ