

Note to employer

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 who earned at a rate of £8,500 or more a year during the year 2011–12 (that is 6 April 2011 to 5 April 2012).

A separate form is needed for each car provided to the director or employee during 2011–12.

Read the *P11D Guide* before you complete this form. It refers to paragraphs in booklet 480(2012).

You are advised 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 to your HM Revenue & Customs office. 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.

Employer details

Employer name

Employer PAYE reference

Employee details

Employee name

Works number or department

National Insurance number

The car

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 2011–12.

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 2012. If the car was unavailable to the employee on 5 April 2012 then use the last day in the tax year 2011–12 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 2012
 - has a market value of at least £15,000, and
 - has a market value which is higher than the original list or notional price (including accessories).

Price of the car including standard accessories

2 Accessories

Price of all accessories see *P11D Guide* and booklet 480(2012)

3 Capital contributions

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

4 The price used to calculate the car benefit charge for 2011–12

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 *unrounded*, for example 188

F g/km

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

TABLE 1	
Key letter	Car type
E	Zero emission cars (including electric cars)
D	Diesel cars (all Euro standards)
A	All other cars

Next step

- for cars of type E the appropriate percentage is 0% and no further computation is required
- for cars registered on or after 1 January 1998 with an approved CO₂ emissions figure
 - if the figure in box F is 121 or more, **go to section 5a**
 - if the figure in box F is 120 or less, **go to section 5b**
- for cars registered on or after 1 January 1998 without an approved CO₂ emissions figure, **go to section 5c**
- for cars registered before 1 January 1998, **go to section 5d**.

5a

Cars registered on or after 1 January 1998 with an approved CO₂ emissions figure of 121 or more

Approved CO₂ emissions figure in box F, rounded down to the next lowest 5g/km, for example, 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
- use column 2 for:
 - all cars in fuel type D.

Appropriate percentage

Go straight to section 6 – do not complete sections 5b, 5c or 5d

H %

TABLE 2								
CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)	CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)	CO ₂ emissions (g/km)	Column 1 (%)	Column 2 (%)
121–124*	15	18	160	22	25	200	30	33
125	15	18	165	23	26	205	31	34
130	16	19	170	24	27	210	32	35
135	17	20	175	25	28	215	33	35
140	18	21	180	26	29	220	34	35
145	19	22	185	27	30	225**	35	35
150	20	23	190	28	31			
155	21	24	195	29	32			

*These are the minimum values for which a different percentage applies.

CO₂ emissions figures of 121 to 124 should not be rounded down.

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

5b *Cars registered on or after 1 January 1998 with an unrounded approved CO₂ emissions figure of 120 or less*

For:

- all cars in fuel type A
 - enter 5% in box J if the unrounded CO₂ emissions figure does not exceed 75
 - otherwise enter 10% in box J (that is emissions between 76-120g/km)

For:

- all cars in fuel type D
 - enter 8% in box J if the unrounded CO₂ emissions figure does not exceed 75
 - otherwise enter 13% in box J (that is emissions between 76-120g/km).

Appropriate percentage

Go straight to section 6 – do not complete sections 5c or 5d

J		%
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5c *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
 - use column 2 for:
- all cars in fuel type D
 - for fuel type E, enter 0%.

Appropriate percentage

Go straight to section 6 – do not complete section 5d

K		%
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TABLE 3

Engine size of car (cc)	Column 1 %	Column 2 %
0 - 1400	15	18
1401 - 2000	25	28
over 2000	35	35
all rotary engines	35	35

5d *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 - 1400	15
1401 - 2000	22
over 2000	32
all rotary engines	32

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, J, 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, state the period for which the car was available

from

/	/
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 to

/	/
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Total days for which the car was unavailable see P11D Guide and booklet 480(2012)

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 2011–12 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 - see P11D Guide

Car fuel benefit charge for the whole of this tax year

£18,800 x H, J, 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

/	/
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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 for which 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 2011-12 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	£