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P11D**Mileage allowance payments and passenger payments for 2012-13****Worksheet 6****Note to employer**

You do not have to use this form but may be a way useful to calculate the taxable amount to be declared on form P11D when you paid a mileage allowance for a director or employee who use his vehicle / vehicle itself for business travel in During the year 201,213 (that is 6 April 2012 to 5 April 2013). Read the P11D (Guide) and section relating to taxation mileage expenses payments booklet CWG2.

If you use this form to calculate the taxable amount in relation to mileage charges, you also have to complete a declaration. You are advised to keep a copy of each worksheet because that could help you deal with inquiries. You have to give a copy of the worksheet or the declaration to the Office to HMRC.

The word employee to include directors and employees throughout this form.

Details of employer

Name of employer

Employer's PAYE Reference

Details of the employee

Name of Employee

Surname

Name (s)

No work or Department

National

The calculation on this worksheet applies for amounts actually paid to the employee in respect of travel expenses for business **only**. Normally, tax should be deducted at source from any amounts paid to the employee for more general.

Please note items that are not payments to the employee in the relevant box on form P11D (or form P9D as appropriate).

1 Mileage allowance payments made to the employee

Mileage allowance payments made to the employee 201213 **A** £
Include all amounts paid to the employee

Less
Any amounts which tax deducted **B** £

Mileage allowance paid net **(A minus B)** £

2 Vehicle used

	Car or van	Motorcycle	Bicycle
The type of vehicle (Tick one box only)			

You must use separate worksheets if the employee did use more than one type of vehicle above.

If the employee did use more than one vehicle of the same type the calculation is the same as if the employee