

Car provided for the private use of an employee or a director

Use from 6 April 2018 onwards

You must fill in this form if there's a change that affects car benefits that hasn't been payrolled for an employee or a director for whom a car is made available for private use. Complete and return this form within 28 days of the end of the quarter to 5 July, 5 October, 5 January or 5 April in which the change takes place.

You mustn't fill in this form if you're taxing the employee's car benefit through the payrolling service. If you are, you should include the benefit on the employee's Full Payment Submission (FPS).

For guidance, go to www.gov.uk/guidance/payrolling-tax-employees-benefits-and-expenses-through-your-payroll

Employer's details
Name
Phone number
PAYE reference
Employee's or director's details
Name
National Insurance number
Date of birth (if known) DD MM YYYY
Gender
Male Female

General details Show here and on Page 2 any changes that have been made.	
We provided the employee or director with a car, which is available for private use.	
We provided the employee or director with a second or further car, which is available for private use.	
We have withdrawn a car provided to the employee or director and have not replaced it.	
If you ticked this box, please fill in the boxes below, and then go straight to the declaration overleaf. Don't fill in the other sections.	
Date withdrawn DD MM YYYY	
Please give details of the car withdrawn.	
Make and model	
Engine size	
	сс

Details of the car provided	Details of the car provided
Make and model	Capital contribution (if any) made by the employee
	towards the cost of the car and for accessories
	£ 0 0
Engine size	Sum that the employee is required to pay (if any) for private use of the car
СС	F OO
Please tick one of these boxes to show the engine size	
2001	If so, how often?
up to 1400cc 2001cc or more	Weekly Quarterly
1401-2000cc unknown	Monthly
Date first registered DD MM YYYY	Monthly Yearly
	Fuel for private use
	Is fuel provided for private use?
Emissions	Tick 'Yes' if the employee is provided with any fuel at all for
Give details of the approved CO ₂ emissions figure at the date	private use, including any combination of petrol and gas, or
of first registration	petrol for a hybrid electric car.
Grams of CO ₂ per kilometre	Don't tick 'Yes' if only electricity is provided.
If you have not filled in a figure for approved CO ₂ emissions, please show the reason	Yes No
car was first registered before 1998, or	If 'Yes', must the employee pay for all fuel used for private
1998 or later car, for which there is no approved	motoring and do you expect them to continue to do so?
CO ₂ emissions figure (for example, some personal	Yes No
imports from outside the European Community)	
	Declaration
	Dectaration
Type of fuel or power used	I declare that the information I have given is correct according
Key letter - use the list of key letters below to find the	I declare that the information I have given is correct according to the best of my knowledge and belief.
Key letter - use the list of key letters below to find the appropriate key letter and enter it in the box below:	I declare that the information I have given is correct according
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