

HM Revenue & Customs

Please ensure your entries are clear on both sides of the form.

Employer name

SCRIBE AND CO

Employer PAYE reference

999/A234

Employee name

Surname: Durrant

First name(s): Charles J

Works number / department

1

National Insurance number

JA024234

If a director tick here ☐

Date of birth in figures (if known)

Gender M - Male F - Female ☐

Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 or more a year during the year to 5 April 2012. Send the completed form to your HM Revenue & Customs office by 6 July 2012.

Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2011-2012 Tax Return if you get one. The box numberings on this P11D are the same as the Employment Page of the Tax Return for example, boxes 13.

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which have a [1A] indicator

A Assets transferred (cars, property, goods or other assets)

Description of asset	Cost/Market value	-	Amount made good or from which tax deducted	=	Cash equivalent	
					13	1A

B Payments made on behalf of employee

Description of payment	15
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Tax on notional payments not borne by employee within 90 days of receipt of each notional payment	15
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C Vouchers and credit cards

Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers the excess over £55 per week)	Gross amount	-	Amount made good or from which tax deducted	=	Cash equivalent	
					12	

D Living accommodation

Cash equivalent of accommodation provided for employee, or his/her family or household	14	Cash equivalent	1A
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E Mileage allowance and passenger payments

Amount of car and mileage allowances paid to employee for business travel in employee's own vehicle, and passenger payments, in excess of maximum exempt amounts (See P11D Guide for 2011/12 exempt rates)	12	Taxable amount
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F Cars and car fuel

If more than two cars were made available, either at the same time or in succession, please give details on a separate sheet

	Car 1	Car 2
Make and Model	Please enter make...	
Date first registered	01/03/2011	
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO2 figure	76g/km	g/km
Engine size	0cc	cc
Type of fuel or power used Please use the key letter shown in the P11D Guide	A	
Dates car was available Do not complete the 'From' box if the car was available on 05/04/2011 or the 'To' box if it continued to be available on 06/04/2012	From To	From To
List price of car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£10,000	
Accessories All non-standard accessories, see P11D Guide	£0	
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£0	
Amount paid by employee for private use of the car	£0	
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)		
Cash equivalent of each car	£1,000	
Total cash equivalent of all cars made available in 2011/2012	9	£1,000 1A
Cash equivalent of fuel for each car	£0	
Total cash equivalent of fuel for all cars made available in 2011/2012	10	£0 1A

G	Vans and van fuel				
	Total cash equivalent of all vans made available in 2011/2012		9		1A
	Total cash equivalent of fuel for all vans made available in 2011/2012		10		1A

H	Interest-free and low interest loans				
	<i>If the total amount outstanding on all loans does not exceed £5,000 at any time in the year, there is no need to complete this section.</i>				
		Loan 1		Loan 2	
	Number of joint borrowers (if applicable)	<input type="text"/>		<input type="text"/>	
	Amount outstanding at 05 April 2011 or at date loan was made if later	<input type="text"/>		<input type="text"/>	
	Amount outstanding at 05 April 2012 or at date loan was discharged if earlier	<input type="text"/>		<input type="text"/>	
	Maximum amount outstanding at any time in the year	<input type="text"/>		<input type="text"/>	
	Total amount of interest paid by the borrower in 2011/2012 - enter 'NIL' if none was paid	<input type="text"/>		<input type="text"/>	
	Date loan was made in 2011/2012 if applicable	<input type="text"/>		<input type="text"/>	
	Date loan was discharged in 2011/2012 if applicable	<input type="text"/>		<input type="text"/>	
	Cash equivalent of loans after deducting any interest paid by the borrower	15		1A	15
					1A

I	Private medical treatment or insurance				
		Cost to you	-	Amount made good or from which tax deducted	=
	Private medical treatment or insurance	<input type="text"/>		<input type="text"/>	11
					1A

J	Qualifying relocation expenses payments and benefits				
	<i>Non-qualifying benefits and expenses go in sections M and N below</i>				
	Excess over £8,000 of all qualifying relocation expenses payments and benefits for each move		15		1A

K	Services supplied				
		Cost to you	-	Amount made good or from which tax deducted	=
	Services supplied to the employee	<input type="text"/>		<input type="text"/>	15
					1A

L	Assets placed at the employee's disposal				
		Annual value plus expenses incurred	-	Amount made good or from which tax deducted	=
	Description of asset	<input type="text"/>		<input type="text"/>	13
					1A

M	Other items (including subscriptions and professional fees)				
		Cost to you	-	Amount made good or from which tax deducted	=
	Description of other items	<input type="text"/>		<input type="text"/>	15
					1A
	Description of other items	<input type="text"/>		<input type="text"/>	15
	Income tax paid but not deducted from director's remuneration			15	
					Tax Paid

N	Expenses payments made to, or on behalf of, the employee				
		Cost to you	-	Amount made good or from which tax deducted	=
	Travelling and subsistence payments (except mileage allowance payments for employee's own car - see section E)	<input type="text"/>		<input type="text"/>	16
	Entertainment (trading organisations read P11D Guide and then enter a tick or a cross as appropriate here)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	16
	General expenses allowance for business travel	<input type="text"/>		<input type="text"/>	16
	Payments for use of home telephone	<input type="text"/>		<input type="text"/>	16
	Non-qualifying relocation expenses (those not shown in sections J or M)	<input type="text"/>		<input type="text"/>	16
	Description of other expenses	<input type="text"/>		<input type="text"/>	16