



## 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](http://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We have withdrawn a car provided to the employee or director and have not replaced it.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Date withdrawn DD MM YYYY

     

Please give details of the car withdrawn.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

 cc

Please turn over >>>

