HM Revenue & Customs

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

Use from 6 April 2011 onwards

You must complete this form if there is a change that affects car benefits for an employee earning at the rate of £8,500 a year or more, 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.

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. [   ]

The employee has started to earn at the rate of £8,500 a year or more, or has become a director. [   ]

We have withdrawn a car provided to the employee or director and have not replaced it. [   ]

If you ticked this box, please complete the boxes below, and then go straight to the declaration overleaf. Do not complete the other sections.

Date withdrawn *DD MM YYYY*

Please give details of the car withdrawn.

Make and model

Engine size

cc

Please turn over ›››

Details of the car provided:

Make and model

Engine size

cc

Please tick one of these boxes to show the engine size:

up to 1400cc ☐   2001cc or more ☐

1401–2000cc ☐   unknown ☐

Date first registered *DD MM YYYY*

☐☐ ☐☐ ☐☐☐☐

Emissions

Give details of the approved CO_2 emissions figure at the date of first registration

Grams of CO_2 per kilometre ☐☐☐

If you have not filled in a figure for approved CO_2 emissions, please show the reason:

car was first registered before 1998, or ☐

1998 or later car, for which there is no approved CO_2 emissions figure (*for example, some personal imports from outside the European Community*) ☐

Type of fuel or power used

Key letter – use the list of key letters below to find the appropriate key letter and enter it in the box below:

Type:	Key letter
• Petrol	A
• Diesel	D
• Euro IV emissions standard diesel	D
Alternative fuel/power types	
• Hybrid electric	A
A hybrid electric car combines a petrol engine with an electric motor	
• Zero emission car (one which cannot in any circumstances emit CO_2 by being driven) including electric	E
• Bi-fuel	A
For a gas and petrol car that had an approved CO_2 emissions figure for gas at first registration	
• E85	A
For a car manufactured to be able to run on E85, a mixture of petrol and at least 85% bioethanol	
• Conversion or older bi-fuel	A
For a gas and petrol car that only had an approved CO_2 emissions figure for petrol at first registration	

Key letter ☐

If you think that the car uses a type of fuel that is not mentioned above, please contact your HM Revenue & Customs office.

Details of the car provided:

Price and employee contributions

Price of the car (not the price actually paid, but the price for tax purposes — normally the list price at the date of first registration)

£ ☐☐☐☐☐☐ . 0 0

Price of accessories not included in the price of the car

£ ☐☐☐☐☐☐ . 0 0

Date the car was first made available to the employee *DD MM YYYY*

☐☐ ☐☐ ☐☐☐☐

Capital contribution (if any) made by the employee towards the cost of the car and for accessories

£ ☐☐☐☐☐☐ . 0 0

Sum that the employee is required to pay (if any) for private use of the car

£ ☐☐☐☐☐ . 0 0

If so, how often?

Weekly ☐   Quarterly ☐

Monthly ☐   Yearly ☐

Fuel for private use

Is fuel provided for private use?

Tick 'Yes' if the employee is provided with any fuel at all for private use, including any combination of petrol and gas, or petrol for a hybrid electric car.

Do not tick 'Yes' if only electricity is provided.

Yes ☐   No ☐

If 'Yes', must the employee pay for all fuel used for private motoring and do you expect them to continue to do so?

Yes ☐   No ☐

Declaration

I declare that the information I have given is correct according to the best of my knowledge and belief.

Signature

Capacity in which signed

Date *DD MM YYYY*

☐☐ ☐☐ ☐☐☐☐