

**Business Rules  
Expenses and Benefits 2012/13  
P11D and P11D(b)**

**These Business Rules apply to live filing submissions  
from 06/04/2013**

## **INTRODUCTION**

### **Purpose of this Document**

This document is intended to illustrate the structure, format and validation requirements necessary for the electronic filing of Expenses and Benefits forms.

The business requirements of HMRC and the demands of back-end systems drive the validation requirements.

Within this document is a listing of all data items required for the electronic equivalent of the form P11D and P11Db.

### **Validation Rules for electronic EXB P11D/P11D(b) returns via the Internet Service**

The following rules apply to all submissions made via the Internet:

#### **Character Set**

For the designated character set please refer to the XML schema for exact details.

All amounts are expressed in pounds and pence. The stated length for an amount field does not include the decimal point. For example for the field length 'max 5' will be shown as '999.99' or if specified in whole pounds as '999.00'.

#### **Field Status**

Mandatory indicates that the information must be supplied to comply with requirements. Optional indicates that information should be supplied depending on the case and in certain conditions.

### **Additional Information**

#### **Rounding**

If it is 5 or less round down.

If it is 6 or more round up.

For example, if the NIC calculated was to result in:

£67.5558 the NIC payable would be £67.55, but if the NIC payable came to

£67.5568 the NIC payable would be £67.56.

**Class 1A NIC's**

Regulation 39 of the Social Security (Contributions) Regulations 2001 provides the same rounding rules for Class 1A NIC's as for Class 1 NICs.

Further information is available in our document NI Guidance for Software Developers Section 6, available on our web site at the following URL:

<http://www.hmrc.gov.uk/ebu/ni-guidance2012-13.pdf>.

**Change from 2011-12 V1.0 to 2012-13 V0.1**

'Year' changes from 2011-12 to 2012-13

V0.2

Documentation change only – Extra note added to page 3 Please also note that the P11D(b) must be accompanied by at least one P11D

Removed link to eb5-2011 pdf and replaced with link to ni-guidance 2012-13 pdf

V1.0 Baselined

V1.1 Baselined

Rule 57 'Year' change from 2011-12 to 2012-13

**PLEASE NOTE – The P11D/P11D(b) is a combined document and only one should be submitted per employer. There is no provision to send the P11D's to HMRC in parts as currently happens with EOY submission types.**

**Please also note that the P11D(b) must be accompanied by at least one P11D**

**IR Header**

1. Tax Office Number		
X-Path	IRenvelope/IRheader/Keys/Key/@type="TaxOfficeNumber"	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the range 001-999	3	

2. Tax Office Reference		
X-Path	IRenvelope/IRheader/Keys/Key/@type="TaxOfficeReference"	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Designated character set 2. 1st character must be alpha/numeric	10	

3. Period End		
X-Path	IRenvelope/IRheader/PeriodEnd	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. The tax year ended	10	ccyy-mm-dd

**All P11D's must be filed together with a P11D(b)**

**P11D Data Items****Employer Details**

1. Employer Name		
X-Path	/IRenvelope/ExpensesAndBenefits/Employer/Name	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Designated character set 2. 1 <sup>st</sup> character must be present and not space	Max 35	

**Employee Details**

<b>2. Director Indicator</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/@DirInd	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If present must be 'yes'	3	yes

<b>3. Title</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/Name/Ttl	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If present, first character must be alpha 2. Remaining characters must conform with the designated character set	Max 4	

<b>4. Forename</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/Name/Fore	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. First character must be alpha 2. Remaining characters must conform with the designated character set	Max 35	

<b>4. Second Forename</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/Name/Fore	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If present, first character must be alpha 2. Remaining characters must conform with the designated character set	Max 35	

<b>5. Surname</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/Name/Sur	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. First character must be alpha 2. Remaining characters are a-z, A-Z, hyphen, apostrophe and space	Max 35	

<b>6. Works/Payroll Number</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/WksNo	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

## P11D & P11D(b) Business Rules

1. Designated character set	Max 20	
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7. National Insurance Number		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/NINO	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. The NINO should be in the format:- <ul style="list-style-type: none"> <li>- Characters 1 &amp; 2 must be alpha and must be one of the issued National Insurance number prefixes (See Appendix 1)</li> <li>- Characters 3-8 must be numeric</li> <li>- Character 9 must be alpha and A, B, C, D or a space</li> </ul> 2. Each employee must only appear once in the employer's return	9	

8. Employee Date of Birth		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/BirthDate	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be completed if the NINO is not known. If both date of birth and NINO are not known a default of 1 <sup>st</sup> January 1901 should be used. 2. Must be a valid calendar date in the appropriate format. 3. Must be today or earlier.	10	ccyy-mm-dd

9. Employee Gender		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Employee/Gender	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be completed if the NINO is not known. 2. Must indicate Male or Female in the appropriate format.	4 or 6	male female

**(At least one benefit type A – N is mandatory for each submission)**

**Section A - Assets transferred. This can be repeated 5 times once and only once for each of cars; property: precious metals; other; multiple.**

10. Benefit Type A		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Transferred/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Valid character = 'A'. If benefit = A then either Description of asset or Description of other asset must be present	1	A

11. Description of Asset		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Transferred/Asset/Desc	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

## P11D & P11D(b) Business Rules

1. Select one from; cars; property; precious metals; multiple or other 2. If 'other' is selected 'Description of Other Asset' can be completed.	Max 15	
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12. Description of Other Asset		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Transferred/Asset/Other	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Designated character set	Max 30	

13. Asset Cost		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Transferred/Asset/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

14. Amount Made Good		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Transferred/Asset/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

15. Cash Equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Transferred/Asset/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. Must be equal to Cost less Amount made good	Max 9	9999999.99

**Section B – Description of payment can be repeated 7 times, once (and only once) for each of domestic bills; accountancy fees; private education; private car expenses; season tickets; other; multiple**

16. Benefit Type B		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Payments/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If benefit type = 'B' then at least one of the following must be present: Description of payment – rule 17 Description of other payment – rule 18 or Tax on notional payments not borne by the employee within 90 days of receipt – rule 20	1	B

## P11D & P11D(b) Business Rules

17. Description of Payment		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Payments/Payment/Desc	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Select one from: domestic bills; accountancy fees; private education; private car expenses; season tickets; multiple; other 2. If 'other' is selected 'Description of other payment' can be completed. 3. If present then cash equivalent must also be present	Max 20	

18. Description of Other Payment		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Payments/Payment/Other	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If present then cash equivalent must also be present	Max 30	

19. Cash Equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Payments/Payment/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

20. Tax on Notional Payments		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Payments/Tax	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. If benefit type = 'B', this must be present if no other items in section B are present 3. Can only be entered once	Max 9	9999999.99

## Section C – Vouchers or credit cards

21. Benefit Type C		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/VouchersOrCCs/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Valid character = 'C'	1	C

22. Gross Amount		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/VouchersOrCCs/Gross	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>



## P11D & P11D(b) Business Rules

1. Numeric characters in the appropriate format	Max 9	9999999.99
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23. Amount Made Good or from which Tax Deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/VouchersOrCCs/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

24. Cash Equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/VouchersOrCCs/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. Must equal 'Gross Amount' less 'Amount Made Good'	Max 9	9999999.99

## Section D – Living accommodation

25. Benefit Type D		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/LivingAccom@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Valid character = 'D'	1	D

26. Cash Equivalent of Accommodation provided for employee, or his/her family or household		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/LivingAccom/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

## Section E – Mileage allowance and passenger payments

27. Benefit Type E		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/MileageAllow@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

## P11D & P11D(b) Business Rules

1. Valid character = 'E'	1	E
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28. Taxable Payment		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/MileageAllow/TaxablePmt	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

## Section F – Cars and car fuel. This section can be repeated up to 50 times

29. Benefit Type F		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Valid character = 'F'	1	F

30. Make and Model		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/Make	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Designated character set	Max 35	

31. Date First Registered		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/Registered	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
	10	ccyy-mm-dd

32. Date car first available		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/AvailFrom	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be within the tax year for which the return is being made 2. Only required if the car was first available during the tax year for which the return is being made. 3. Must not be later than date last available.	10	ccyy-mm-dd

33. Date car last available		
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# P11D & P11D(b) Business Rules

<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/AvailTo	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be within the tax year for which the return is being made 2. Only required if the date is before the end of the tax year for which the return is being made. 3. Must not be earlier than date first available	10	ccyy-mm-dd

<b>34. Engine Size</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/CC	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be present if Car registered before 1 Jan 1998 Car registered on or after 1 Jan 1998 and 'No Approved CO2 figure' is present 2. Must not be present if fuel type is 'E'	Max 4	

<b>35. Type of fuel or power used</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/Fuel	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
Acceptable values are: 1. 'A' for Petrol 'D' for Diesel 'D' for Euro IV emissions standard diesel 'A' for Hybrid electric 'A' for gas only or Bi-fuel with approved gas CO2 figure 'A' for conversion or older Bi-fuel 'A' for E85 compliant Must be present if car registered on or after 1 Jan 1998. 2. 'E' for zero emission cars, whatever the technology  Can only be present if car registered on or after 1 Jan 1998, the No Approved CO2 figure indicator is present and no CO2 emissions figure is present"	1	A D D A A A A  E

<b>36. Approved CO2 emissions figure for cars registered on or after 1 Jan 1998</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/CO2	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
Must be present if:  1. Date first registered is on or after 1 Jan 1998 and 2. The No Approved CO2 figure indicator is not present at Field 37 and 3. Fuel Type is not 'E' 4. If present must be greater than 0	Max 3	

<b>37. No Approved CO2 figure indicator</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/NoAppCO2Fig	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

## P11D & P11D(b) Business Rules

Must be present if:	Max 3	yes
1. Approved CO2 emissions figure for cars registered on or after 1 Jan 1998 is not present at Field 36		
2. If present must be 'yes'		
3. Fuel type is 'E'		

38. List price of car		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/List	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99
2. Minimum value of £1000.00		

39. Price of Accessories		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/Accs	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 8	999999.99

40. Employee Capital Contributions		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/CapCont	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 6	5000.00
2. Maximum contribution is £5000.00		

41. Amount paid by employee for private use of car		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/PrivUsePmt	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

42. Date free fuel was withdrawn		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/FuelWithdrawn	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If present then cash equivalent of fuel for each car must be present	10	ccyy-mm-dd
2. Date must be within the tax year reported		
3. Date must not be earlier than the 'Date car first available' (BR32) or later than 'Date car last available' (BR33), if either or both are provided.		
4. Must not be present if the car fuel benefit charge (cash equiv of fuel for car) is 0.00		

## P11D & P11D(b) Business Rules

43. Free fuel reinstated indicator		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/FuelWithdrawn/@Reinstated	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must only be completed if 'date free fuel was withdrawn' is present 2. If present must be 'yes'	3	yes

44. Cash equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

45. Cash equivalent of fuel for each car		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/Car/FuelCashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. If present must be greater than 0.00 3. If car registered before 01/01/98 or No approved CO2 figure indicator present, then engine size must be completed 4. If car registered on or after 01/01/98 fuel type must be present 5. If fuel type is 'E' then no entry is required 6. Must be present if date free fuel was withdrawn is present 7. If present either Approved CO2 figure or engine size must also be present	Max 9	9999999.99

46. Total cash equivalent of all cars available in 2012/2013		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/TotalCars	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. Must be equal to the sum of all cash equivalents of each car	Max 9	9999999.99

47. Total cash equivalent of fuel for all cars available in 2012/2013		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Cars/TotalFuel	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. Must be equal to the sum of all 'cash equivalent of fuel for each car'	Max 9	9999999.99

## Section G - Vans

48. Benefit Type G	
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Vans@Type

P11D & P11D(b) Business Rules

Status (Mandatory or Optional)	O	
Business Rules	Field length	Format
1. Valid character = 'G'	1	G

49. Cash equivalent of all vans made available for private use		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Vans/CashEquiv	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

50. Total cash equivalent of fuel for all vans available		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Vans/FuelCashEquiv	
Status (Mandatory or Optional)	O	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

**Section H – Interest-free and low interest loans. This section can be repeated 10 times**

51. Benefit Type H		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Loans@Type	
Status (Mandatory or Optional)	O	
Business Rules	Field length	Format
1. Valid character = 'H'	1	H

52. Number of Joint Borrowers		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/Joint	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Designated character set	Max 3	

53. Amount of loan outstanding at 5 <sup>th</sup> April 2012 or date loan was made if later		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/InitOS	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

54. Amount of loan outstanding at 5 <sup>th</sup> April 2013 or the date the loan was discharged or earlier		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/FinalOS	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format

# P11D & P11D(b) Business Rules

1. Numeric characters in the appropriate format	Max 9	9999999.99
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55. Maximum amount of loan outstanding between 5 <sup>th</sup> April 2012 and 5 <sup>th</sup> April 2013		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/MaxOS	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format 2. Cannot be less than Amount of loan outstanding at 5 April 2012 or at date loan was made if earlier or Amount of loan outstanding at 5 April 2013 or at date loan was discharged if earlier	Max 9	9999999.99

56. Total amount of interest paid by the borrower between 5 April 2012 and 5 April 2013		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/IntPaid	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

57. Date loan was made in 2012/2013 if applicable		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/Date	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be within the tax year for which the return is being made	10	ccyy-mm-dd

58. Date loan was discharged in 2012/2013 if applicable		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/Discharge	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be within the tax year for which the return is being made 2. Must be later than date loan was made	10	ccyy-mm-dd

59. Cash equivalent of loans after deducting any interest paid by the borrower		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Loans/Loan/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

**Section I – Private medical treatment or insurance**

<b>60. Benefit Type I</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Medical/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Valid character = 'I'	1	I

<b>61. Cost to you</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Medical/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

<b>62. Amount made good or from which tax deducted</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Medical/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

<b>63. Cash equivalent</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Medical/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 'Cost to you' less 'Amount made good'	Max 9	9999999.99
2. Numeric characters in the appropriate format		

**Section J – Qualifying relocation expenses payments and benefits**

<b>64. Benefit Type J</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Relocation/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Valid character = 'J'	1	J

<b>65. Cash Equivalent</b>		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Relocation/Excess	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99



## Section K – Services supplied

66. Benefit Type K		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Services/@Type	
Status (Mandatory or Optional)	O	
Business Rules	Field length	Format
1. Valid character = 'K'	1	K

67. Cost to you		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Services/Cost	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

68. Amount made good or from which tax deducted		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Services/MadeGood	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

69. Cash equivalent		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/Services/CashEquiv	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Must equal 'Cost to you' less 'Amount made good' 2. Numeric characters in the appropriate format	Max 9	9999999.99

**Section L – Assets placed at the employee's disposal. This section can be repeated 7 times once (and only once) for each of holiday accommodation; timeshare accommodation; aircraft; boat; corporate hospitality; multiple; other**

70. Benefit Type L		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/AssetsAvail/@Type	
Status (Mandatory or Optional)	O	
Business Rules	Field length	Format
1. If benefit type L then either 'Description of asset' or 'Description of other' must be present	1	L

## P11D & P11D(b) Business Rules

71. Description of Asset		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/AssetsAvail/Asset/Desc	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Select one from: holiday accommodation; timeshare accommodation; aircraft; boat; corporate hospitality; multiple or other 2. If 'other' is selected, 'Description of Other' can be completed	Max 23	

72. Description of Other		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/AssetsAvail/Asset/Other	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Designated character set	Max 30	

73. Annual Value plus expenses incurred		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/AssetsAvail/Asset/AnnVal	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

74. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/AssetsAvail/Asset/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

75. Cash equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/AssetsAvail/Asset/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 'Annual value' less 'Amount made good' 2. Numeric characters in the appropriate format	Max 9	9999999.99

**Section M – Other items.** Description of other Class 1A items can be repeated 6 times once (and only once) for each of: subscriptions and fees; educational assistance CL1A; non-qualifying relocation ben; stop loss charges; other; multiple

76. Benefit Type M		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

## P11D & P11D(b) Business Rules

1. If benefit type = M then at least one of the following must be present CL1A descriptions – rules 77 or 78 Non CL1A descriptions – rules 82 or 83 or Income tax paid but not deducted from director's remuneration – rule 87	1	M
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77. Description of Other items		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/Class1A/Desc	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Select one from: subscriptions and fees; educational assistance CL1A, non-qualifying relocation ben; stop loss charges; multiple or other 2. If 'other' is selected, 'Description of Other' can be completed	Max 29	

78. Description of Other		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/Class1A/Other	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Designated character set	Max 30	

79. Cost to you		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/Class1A/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

80. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/Class1A/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

81. Cash equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/Class1A/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 'Cost to you' less 'Amount made good' 2. Numeric characters in the appropriate format	Max 9	9999999.99

**Section M – Other items.** Description of other non-class1A items can be repeated 6 times once (and only once) for each of: subs and professional fees; nursery places; educational assistance; loans written or waived; other; multiple

## P11D & P11D(b) Business Rules

82. Description of Other items		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/NonClass1A/Desc	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Select one from: subs and professional fees; nursery places; educational assistance; loans written or waived; multiple or other 2. If 'other' is selected, 'Description of other' can be completed	Max 26	

83. Description of Other		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/NonClass1A/Other	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Designated character set	Max 30	

84. Cost to you		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/NonClass1A/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

85. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/NonClass1A/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

86. Cash equivalent		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/NonClass1A/CashEquiv	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 'Cost to you' less 'Amount made good' 2. Numeric characters in the appropriate format	Max 9	9999999.99

87. Income tax paid but not deducted from directors salary		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/Other/TaxPaid	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If benefit type = M, this must be present if no other items in section M are present 2. Can only be entered once 3. Numeric characters in the appropriate format	Max 9	9999999.99

### Section N – Expenses payments made to, or on behalf of, the employee

# P11D & P11D(b) Business Rules

88. Benefit Type N		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/@Type	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. If benefit type = N then at least one of the following benefits must be present: Travelling and subsistence – rule 89 Entertainment – rule 92 General expenses – rule 96 Home telephone – rule 99 Non-qualifying relocation expenses – rule 102 Other – rule 105	1	N

89. Travelling and subsistence payments		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/TravAndSub/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

90. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/TravAndSub/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

91. Taxable Payment		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/TravAndSub/TaxablePmt	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 'Cost to you' less 'Amount made good' 2. Numeric characters in the appropriate format	Max 9	9999999.99

92. Trading Organisation Indicator		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Ent/@ TradingOrgInd	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be present if 'Entertainment' cost to you, amount made good and taxable payment present 2. If present must be 'yes' or 'no'	2 or 3	yes no

93. Cost to you		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Ent/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

94. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Ent/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

# P11D & P11D(b) Business Rules

1. Numeric characters in the appropriate format	Max 9	9999999.99
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95. Taxable Payment		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Ent/TaxablePmt	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Must equal 'Cost to you' less 'Amount made good'	Max 9	9999999.99
2. Numeric characters in the appropriate format		

96. General Expenses – Cost to you		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/General/Cost	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

97. Amount made good or from which tax deducted		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/General/MadeGood	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

98. Taxable Payment		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/General/TaxablePmt	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Must equal 'Cost to you' less 'Amount made good'	Max 9	9999999.99
2. Numeric characters in the appropriate format		

99. Payments for use of home telephone – Cost to you		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/HomeTel/Cost	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

100. Amount made good or from which tax deducted		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/HomeTel/MadeGood	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format
1. Numeric characters in the appropriate format	Max 9	9999999.99

101. Taxable Payment		
X-Path	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/HomeTel/TaxablePmt	
Status (Mandatory or Optional)	M	
Business Rules	Field length	Format

## P11D & P11D(b) Business Rules

1. Must equal 'Cost to you' less 'Amount made good'	Max 9	9999999.99
2. Numeric characters in the appropriate format		

102. Non-qualifying relocation expenses – Cost to you		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/NonQualRel/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

103. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/NonQualRel/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

104. Taxable Payment		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/NonQualRel/TaxablePmt	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 'Cost to you' less 'Amount made good'	Max 9	9999999.99
2. Numeric characters in the appropriate format		

105. Description of Other		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Other/Desc	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Designated character set	Max 30	

106. Cost to you		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Other/Cost	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

107. Amount made good or from which tax deducted		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Other/MadeGood	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Numeric characters in the appropriate format	Max 9	9999999.99

108. Taxable Payment		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11D/ExpPaid/Other/TaxablePmt	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>

## P11D & P11D(b) Business Rules

1. Must equal 'Cost to you' less 'Amount made good'		
2. Numeric characters in the appropriate format	Max 9	9999999.99

### P11D (b) Data items

109. Total Benefit		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/TotalBenefit	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be total of all 1A items on all P11Ds in this submission, namely benefits A, D, F, G, H, I, J, K, L & M.	Max 11	99999999.99

110. Adjustment required		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/TotalBenefit/@AdjustmentRequired	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be present if 'NIC payable' not completed	3	yes
2. Must not be present if 'NIC payable' is present		
3. If present must be 'yes'		

111. Class 1A NIC's rate		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/@NICsRate	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Percentage in the format of four numerics to two decimal places e.g. 13.80	4	

112. Class 1A NIC's payable		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/NICpayable	
<b>Status (Mandatory or Optional)</b>	<b>O</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must equal 13.80% of Total Benefit	Max 10	99999999.99
2. Must not be completed if 'adjustments required' = 'yes'		
3. If 'adjustments required' is not completed then 'NIC payable' must be present		

113. Adjustments to Class 1A NIC – Total Benefit		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/TotalBenefit	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Must be total of all 1A items on all P11Ds in this submission, namely benefits A, D, F, G, H, I, J, K, L & M.	Max 11	999999999.99

114. Amount Due (description)		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/AmountDue/Description	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
<b>Business Rules</b>	<b>Field length</b>	<b>Format</b>
1. Brief description of type	Max 35	
2. Designated character set		

115. Amount due		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/AmountDue/Adjustment	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	



## P11D & P11D(b) Business Rules

Business Rules	Field length	Format
1. Must be equal to or greater than 0.00 2. Must be greater than 0.00 if Amount not due is 0.00 3. Both Amount due and Amount not due can be greater than 0.00	Max 11	999999999.99

116. Not Due (description)		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/AmountNotDue/Description	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
Business Rules	Field length	Format
1. Brief description of type 2. Designated character set	Max 35	

117. Amount not due		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/AmountNotDue/Adjustment	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
Business Rules	Field length	Format
1. Must be greater than or equal to 0.00 2. Must be greater than 0.00 if Amount due is 0.00 3. Both Amount due and Amount not due can be greater than 0.00	Max 11	999999999.99

118. Total Benefit on which Class 1A NIC's due		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/Total	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
Business Rules	Field length	Format
1. Must be greater than or equal to 0.00 2. Must equal Total benefit plus Amount due MINUS Amount not due	Max 11	999999999.99

119. Class 1A NIC Payable		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11Db/Class1AcontributionsDue/Adjustments/Payable	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
Business Rules	Field length	Format
1. Must be greater than or equal to 0.00 2. Must equal total of benefits multiplied by NIC's rate (13.80%)	Max 10	99999999.99

120. Record Count		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/P11DrecordCount	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
Business Rules	Field length	Format
1. Must be total of all P11Ds in the submission	7	

121. Declaration		
<b>X-Path</b>	/IRenvelope/ExpensesAndBenefits/Declarations/P11DIncluded	
<b>Status (Mandatory or Optional)</b>	<b>M</b>	
Business Rules	Field length	Format
1. Allowable values are 'are enclosed' or 'are not due'	Max 12	are enclosed are not due

## **Appendix 1 – valid NINO prefix letters**

AA, AB, AE, AH, AK, AL, AM, AP, AR, AS, AT, AW, AX, AY, AZ

BA, BB, BE, BH, BK, BL, BM, BT

CA, CB, CE, CH, CK, CL, CR

EA, EB, EE, EH, EK, EL, EM, EP, ER, ES, ET, EW, EX, EY, EZ

GY

HA, HB, HE, HH, HK, HL, HM, HP, HR, HS, HT, HW, HX, HY, HZ

JA, JB, JC, JE, JG, JH, JJ, JK, JL, JM, JN, JP, JR, JS, JT, JW, JX, JY, JZ

KA, KB, KE, KH, KK, KL, KM, KP, KR, KS, KT, KW, KX, KY, KZ

LA, LB, LE, LH, LK, LL, LM, LP, LR, LS, LT, LW, LX, LY, LZ

MA, MW, MX

NA, NB, NE, NH, NL, NM, NP, NR, NS, NW, NX, NY, NZ

OA, OB, OE, OH, OK, OL, OM, OP, OR, OS, OX

PA, PB, PC, PE, PG, PH, PJ, PK, PL, PM, PN, PP, PR, PS, PT, PW, PX, PY

RA, RB, RE, RH, RK, RM, RP, RR, RS, RT, RW, RX, RY, RZ

SA, SB, SC, SE, SG, SH, SJ, SK, SL, SM, SN, SP, SR, SS, ST, SW, SX, SY, SZ

TA, TB, TE, TH, TK, TL, TM, TP, TR, TS, TT, TW, TX, TY, TZ

WA, WB, WE, WK, WL, WM, WP

YA, YB, YE, YH, YK, YL, YM, YP, YR, YS, YT, YW, YX, YY, YZ

## P11D & P11D(b) Business Rules

ZA, ZB, ZE, ZH, ZK, ZL, ZM, ZP, ZR, ZS, ZT, ZW, ZX, ZY

The characters D, F, I, U and V are not used as either the first or second letter of a NINO prefix.