

# HM Revenue & Customs

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

Employer name

**LARGE COMPANY & CO**

Employer PAYE reference

**999/A234**

Employee name

**Surname: Ballantine**

**First name(s): Archibald**

Works number / department

**123-XYZ**

National Insurance number

**KR679823A**

Gender M - Male F - Female ☐

## P11D EXPENSES AND BENEFITS 2012/2013

### 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 2013. Send the completed form to your HM Revenue & Customs office by 6 July 2013.

### Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2012-2013 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.

If a director tick here ☒

Date of birth in figures (if known)

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
			<b>13</b>

#### B Payments made on behalf of employee

Description of payment	<b>Private education</b>	<b>15</b>	<b>£120</b>
Tax on notional payments not borne by employee within 90 days of receipt of each notional payment		<b>15</b>	

#### C Vouchers and credit cards

Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers see section M of the P11D Guide)	Gross amount	Amount made good or from which tax deducted	Cash equivalent
			<b>12</b>

#### D Living accommodation

Cash equivalent of accommodation provided for employee, or his/her family or household	<b>14</b>	<b>1A</b>
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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 2012/13 exempt rates)	<b>12</b>	<b>£743</b>
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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	<b>Freelander HSE 4.6</b>	<b>BMW</b>
Date first registered	<b>08/11/1996</b>	<b>01/01/2007</b>
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	<b>0g/km</b>	<b>180g/km</b>
Engine size	<b>4554cc</b>	<b>1998cc</b>
Type of fuel or power used Please use the key letter shown in the P11D Guide	<b>A</b>	<b>A</b>
Dates car was available Do not complete the 'From' box if the car was available on 05/04/2012 or the 'To' box if it continued to be available on 06/04/2013	From <input type="text"/> To <input type="text"/>	From <b>01/09/2012</b> To <input type="text"/>
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	<b>£33,358</b>	<b>£21,200</b>
Accessories All non-standard accessories, see P11D Guide	<b>£212</b>	<b>£0</b>
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	<b>£3,000</b>	<b>£0</b>
Amount paid by employee for private use of the car	<b>£0</b>	<b>£0</b>
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)	<input type="text"/>	<input type="text"/>
Cash equivalent of each car	<b>£9,782</b>	<b>£3,403</b>
<b>Total cash equivalent of all cars made available in 2012/2013</b>		<b>9</b>
Cash equivalent of fuel for each car	<b>£6,464</b>	<b>£3,242</b>
<b>Total cash equivalent of fuel for all cars made available in 2012/2013</b>		<b>10</b>

<b>G</b>	<b>Vans and van fuel</b>		<b>9</b>	<b>£3,000</b>	<b>1A</b>
	Total cash equivalent of all vans made available in 2012/2013				
	Total cash equivalent of fuel for all vans made available in 2012/2013		<b>10</b>	<b>£550</b>	<b>1A</b>

<b>H</b>	<b>Interest-free and low interest loans</b>				
<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 2012 or at date loan was made if later	<input type="text"/>		<input type="text"/>	
	Amount outstanding at 05 April 2013 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 2012/2013 - enter 'NIL' if none was paid	<input type="text"/>		<input type="text"/>	
	Date loan was made in 2012/2013 if applicable	<input type="text"/>		<input type="text"/>	
	Date loan was discharged in 2012/2013 if applicable	<input type="text"/>		<input type="text"/>	
	Cash equivalent of loans after deducting any interest paid by the borrower	<b>15</b>		<b>1A</b>	<b>15</b>
					<b>1A</b>

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

<b>J</b>	<b>Qualifying relocation expenses payments and benefits</b>		<b>15</b>	<b>1A</b>
	<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			

<b>K</b>	<b>Services supplied</b>		<b>15</b>	<b>1A</b>
	Services supplied to the employee	Cost to you <input type="text"/> £201 - Amount made good or from which tax deducted <input type="text"/> £0		Cash equivalent <input type="text"/> £201

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

<b>M</b>	<b>Other items (including subscriptions and professional fees)</b>		<b>15</b>	<b>1A</b>
	Description of other items <input type="text"/>	Cost to you <input type="text"/> - Amount made good or from which tax deducted <input type="text"/>		Cash equivalent <input type="text"/>
	Description of other items <input type="text"/>	<input type="text"/> - <input type="text"/>		<input type="text"/>

		<b>15</b>	<b>Tax Paid</b>
	Income Tax paid but not deducted from director's remuneration		<input type="text"/>

<b>N</b>	<b>Expenses payments made to, or on behalf of, the employee</b>		<b>16</b>	<b>Taxable payment</b>
	Travelling and subsistence payments (except mileage allowance payments for employee's own car - see section E)	Cost to you <input type="text"/> £97 - Amount made good or from which tax deducted <input type="text"/> £0		<input type="text"/> £97
	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"/>		<input type="text"/>
	General expenses allowance for business travel	<input type="text"/> - <input type="text"/>		<input type="text"/>
	Payments for use of home telephone	<input type="text"/> £123 - <input type="text"/> £0		<input type="text"/> £123
	Non-qualifying relocation expenses (those not shown in sections J or M)	<input type="text"/> - <input type="text"/>		<input type="text"/>
	Description of other expenses <input type="text"/>	<input type="text"/> - <input type="text"/>		<input type="text"/>