###### P60

## Name of

**Employee**

Address

## PPS No.

## Payroll/Works No.

## (if applicable)

##### Social Welfare Benefits

A copy or copies should be made available to each employee who was in

your employment on 31st December whether or not tax was deducted.

### Tax Credit € Rate Band €

### ‘1’ indicates that temporary basis applied

‘2’ indicates that emergency basis applied

Enter ‘X’ if there were 53 pay days in the year.

Enter ‘D’ if employee was a director.

Enter ‘W’ if week 1/month 1 applied.

CERTIFICATE OF PAY, TAX, PAY-RELATED SOCIAL INSURANCE AND UNIVERSAL SOCIAL CHARGE YEAR ENDED 31st DEC.



**}** at 31st December.

THIS IS A VALUABLE DOCUMENT

**(B) TAX €**

1. Total net tax deducted in above year (including tax deducted by previous employer(s), if any).
2. Tax in respect of previous employment(s), if any, in above year.
3. Net tax deducted (D)/refunded (R) in this employment.

**(D) Universal Social Charge in this employment €**

1. Gross pay for Universal Social Charge purposes.
2. Amount of Universal Social Charge deducted.
3. Employee’s PRSI.
4. Total (employer + employee) PRSI.
5. Total number of weeks insurable employment..
6. Initial social insurance contribution class.
7. Subsequent social insurance contribution class.
8. Number of weeks at the class entered at line 5 above.
9. Date of commencement of employment.
10. Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), if any.
11. Pay in respect of previous employment(s), if any, in above year.
12. Pay in respect of this period of employment (i.e. gross pay less any superannuation contributions allowable for income tax purposes).

**(A) PAY € (C) PRSI in this employment €**

I/We certify that the particulars given above in respect of Pay, Tax, PRSI and USC are correct in respect of this employment.

#### Employer’s Name Employer’s PAYE Regd. No.

#### Employer’s Phone Number

#### Employer’s Email Address Date (for P60 enquiries)

#### TO THE EMPLOYEE

You should retain this document carefully as evidence of tax, PRSI and Universal Social

Charge deducted.  
 Note: There is a four-year time limit on claiming refunds of tax or Universal Social Charge.  
 You may also require this document as evidence if you claim social welfare benefits within

the next two years.