

**P60 End of Year Certificate**

Tax year to 5 April

**To the employee:**

Please keep this certificate in a safe place as **you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.**

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

**By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.**

HM Revenue and Customs

*The figures marked \* should be used for your Tax Return, if you get one*

**Employee's details**

Surname

Forenames or initials

National Insurance number

Works/payroll number

**Pay and Income Tax details**

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)				
In this employment	*			
Total for year				
			Final tax code	

*If refund mark 'R'*

\*

**National Insurance contributions in this employment**

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p

**Statutory payments included in the pay 'In this employment' figure above**

Statutory Maternity Pay	£ p	Statutory Paternity Pay	£ p	Statutory Shared Parental Pay	£ p
Statutory Adoption Pay	£ p	Statutory Parental Bereavement Pay	£ p		

**Other Details**

**Student Loan Deductions**  
in this employment  
(whole £s only)

£

**Postgraduate Loan deductions**  
in this employment  
(whole £s only)

£

**Your employer's full name and address** (including Postcode)

Stepsize Ltd  
71-75 Shelton Street Covent Garden  
London

EC2H 9JQ

Employer  
PAYE Reference

**To Employee**

Miss Ruth Ng Yee-Meng Dillon-Mansfield  
53 Thorne Crescent  
Worsley  
Greater Manchester

M28 3YG

**Certificate by Employer/Paying Office:**

This form shows your total pay for Income Tax purposes in this employment for the year.

Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.