

Employer's name and address

Inland Revenue Office name

Inland Revenue Office no. and Employer's PAYE reference

For employer's use

Tax Year to 5 April

Employee's private address

To the employee: Please keep this certificate in a safe place as you will not be able to get a duplicate. You will need it if you have to fill in a Tax Return. You can also use it to check that your employer is deducting the right rate of National Insurance contributions for you and using your correct National Insurance number. By law you are required to tell the Inland Revenue about any income that is not fully taxed, even if you are not sent a Tax Return. INLAND REVENUE

Employee's details

National Insurance number, Surname, First two forenames, Works/payroll no. etc, Sex

If you change your address, please let your Inland Revenue Office know

National Insurance contributions in this employment

(Note: LEL = Lower Earnings Limit, UEL = Upper Earnings Limit)

Table with 6 columns: NIC table letter, Earnings at the LEL, Earnings above the LEL, Earnings above the Earnings Threshold, Total of employee's and employer's contributions payable, Employee's contributions payable on earnings in 1c.

Scheme Contracted-out Number (For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)

Employee's contributions in 1e to be reduced by this amount of NIC rebate, Employee's contributions are payable on earnings above the 'Earnings Threshold', up to and including the 'Upper Earnings Limit' (UEL).

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 or statutory maternity pay is included. It also shows, for this employment, total Income Tax and National Insurance contributions deducted (less any refunds), Student Loan deductions made, and Tax Credits paid to you.

Pay and Income Tax details: In previous employment(s), In this employment, Total for year, Employee's Widows & Orphans/Life Assurance contributions in this employment, Final tax code

Student Loan Deductions in this employment, Tax Credits in this employment, Week 53 payment indicator

The figures aside marked ★ should be used for your Tax Return, if you get one