

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

Sex  "M" if Male, "F" if Female

Surname

First two forenames

Works/payroll no. etc

Employee's private address

*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)

NIC table letter	Earnings at the LEL (where earnings are equal to or exceed the LEL) (whole £s only)	Earnings above the LEL, up to and including the Earnings Threshold (whole £s only)	Earnings above the Earnings Threshold, up to and including the UEL (whole £s only)	Total of employee's and employer's contributions payable	Employee's contributions payable on earnings in 1c (before deducting employee's NIC rebate in box 1f)
	1a £	1b £	1c £	1d £ p	1e £ p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee's contributions are payable on earnings above the 'Earnings Threshold', up to and including the 'Upper Earnings Limit' (UEL).

Employee's contributions in 1e to be reduced by this amount of NIC rebate **1f** £ p

*Box 1f applies only to employees in contracted-out occupational pension schemes*

Scheme Contracted-out Number

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

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**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**

	Pay £ p	Tax deducted £ p
In previous employment(s)	<input type="text"/>	<input type="text"/>
<b>In this employment ★</b>	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>

Employee's Widows & Orphans/Life Assurance contributions in this employment ★

Final tax code

Week 53 payment indicator

**Student Loan Deductions** in this employment £

**Tax Credits** in this employment £ p

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

**FOR INFORMATION ONLY**