

Your employer's name and address

HM Revenue & Customs office name

Employer PAYE reference

For employer's use

Tax Year to 5 April **2013**

INFORMATION ONLY

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example your address

To the employee: keep this certificate in a safe place as you will need it if you fill in a tax return. You also need it to make a claim to tax credits or 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 & Customs about any income that is not fully taxed, even if you are not sent a tax return.**
HM Revenue & Customs

National Insurance number

Gender
 'M' – male,
 'F' – female

Surname

First two forenames

Works/payroll number

Your private address

Postcode

National Insurance contributions in this employment

(Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UAP = Upper Accrual Point, UEL = Upper Earnings Limit)

| NICs table letter | Earnings at the LEL (where earnings are equal to or exceed the LEL)(whole £s) | Earnings above the LEL, up to and including the PT (whole £s) | Earnings above the PT, up to and including the UAP (whole £s) | Earnings above the UAP, up to and including the UEL (whole £s) | Employee's contributions due on all earnings above the PT |
|--------------------------|---|---|---|--|---|
| | £ | £ | £ | £ | |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Statutory payments included in the pay 'In this employment' figure below

Student Loan deductions

| Statutory Maternity Pay (SMP) | Ordinary Statutory Paternity Pay (OSPP) | Additional Statutory Paternity Pay (ASPP) | Statutory Adoption Pay (SAP) | In this employment (whole £s) |
|-------------------------------|---|---|------------------------------|-------------------------------|
| £ p | £ p | £ p | £ p | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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, Ordinary Statutory Paternity Pay, Additional Statutory Paternity Pay and Statutory Adoption Pay is included.

Pay and Income Tax details

| | Pay | Tax deducted |
|---|----------------------|----------------------|
| | £ p | £ p |
| In previous employment(s) | <input type="text"/> | <input type="text"/> |
| In this employment ★ | <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 ★ | <input type="text"/> | <input type="text"/> |

INFORMATION ONLY

← The figures aside marked ★ should be used for your tax return, if you get one

← Week 53 payment indicator