

Deductions Working Sheet P11 Year to 5 April 2010

Employee's details use capitals

Turn over page for Weeks 1-30 (Months 1-7)

Box A Employer name	Box C Surname	Box E National Insurance number	Box G Works/payroll number	Box I Date of starting DD MM YYYY	Box L Tax code †	† If amended cross out previous code	
Box B HM Revenue & Customs office name	Employer PAYE reference	Box D First two forenames	Box F Date of birth DD MM YYYY	Box H Gender 'M' 'F'	Box J Date of leaving DD MM YYYY	Box M Amended code †	Wk/Mth in which applied
See Notes 1 and 2 overleaf				Box K Student Loan deductions case (✓)			

Please keep this form for at least three years after the end of the year to which it relates, or longer if you are asked to do so.

Month number	Week number	Earnings details				Contribution details		Statutory payments				Student Loan deductions (whole pounds)	Month number	Week number	PAYE Income Tax				K codes only		K codes only		For Employer's use					
		1a	1b	1c	1d	1e	1f	1g	1h	1i	1j				1k	2	3	4a	4b	5	6	6a		6b	7	8		
Bt/fwd Mth 7	Bt/fwd Wk 30	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd	Bt/fwd Mth 7	Bt/fwd Wk 30														
8	31												8	31														
9	32												9	32														
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§ Complete this line if pay day falls on 5 April (in leap years 4 and 5 April) * If in any week/month the amount in column 4a is more than the amount in column 3, leave column 5 blank.

<p>End of Year Summary</p> <p>Enter NI contribution Table letter here (see Note 2 overleaf)</p> <p>Round down the annual total of the earnings recorded in columns 1b, 1c and 1d to the nearest whole pound</p>		<p>(1) Add all amounts of NICs not marked 'R'. (2) Add all amounts of NICs marked 'R'. (3) Take away (2) from (1). (4) Enter (3) in column 1e below - if this is a minus amount mark the entry as 'R\$'. If more than one contribution Table letter has been used during this employment, steps (1) to (4) should be applied separately to each Table letter.</p>		<p>▲ SSP total ▲ SMP total ▲ SPP total ▲ SAP total ▲ SLD total</p>		<p>Pay and Tax totals</p> <table border="1"> <tr> <td>3</td> <td>Pay</td> <td>£</td> <td>p</td> <td>6</td> <td>Tax deducted</td> <td>£</td> <td>p</td> </tr> <tr> <td></td> <td>In previous employments</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>In this employment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total for year</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		3	Pay	£	p	6	Tax deducted	£	p		In previous employments								In this employment								Total for year							<p>Employee's Widows & Orphans/ Life Assurance contributions in this employment</p> <p>Where you are using a K code enter the total of the amounts in column 7 for this employment.</p>	
3	Pay	£	p	6	Tax deducted	£	p																																		
	In previous employments																																								
	In this employment																																								
	Total for year																																								