

P14 End of Year Summary 2003-04 689

For help to fill in this form, see Employer's Help Book, E10

Your name and address as employer

Tax Year to 5 April

Inland Revenue office name

Employer's PAYE reference

Employee's details

National Insurance no. Date of birth Sex 'M' – male, 'F' – female

Surname

First two forenames

Works/payroll no. etc

Employee's private address incl. postcode (if known)

National Insurance contributions in this employment (Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, 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 ET (whole £s only)	Earnings above the ET, up to and including the UEL (whole £s only)	Total of employee's and employer's contributions	If amount in col. 1d is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number
From col. 1a on P11	From col. 1b on P11	From col. 1c on P11	From col. 1d on P11	From col. 1e on P11			(For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
1a	1b	1c	1d	1e			
£	£	£	£ p	£ p			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FOR INFORMATION ONLY

Statutory payments in this employment

Statutory Sick Pay (SSP) 1f £ p

Statutory Maternity Pay (SMP) 1g £ p

Statutory Paternity Pay (SPP) 1h £ p

Statutory Adoption Pay (SAP) 1i £ p

Pay and Income Tax details

	Pay (£ p)	Tax deducted (£ 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"/>

Enter 'R' in this box if net refund

Student Loan Deductions in this employment (whole £s only) From col. 1j on P11

Tax Credits in this employment From col. 9 on P11 £ p

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

Payment in Week 53: if included in Pay and Tax totals, enter '53', '54' or '56' here (See Employer's Further Guide to PAYE and NICs, CWG2)

Final tax code

Date of starting if during tax year to 5 April 2004 Day Month Year

Date of leaving if during tax year to 5 April 2004 Day Month Year

For employer's use

Expenses payments and benefits paid to directors and employees: Complete form P11D or P9D if appropriate and provide a copy of the information to the employee by 6 July. See Employer's Further Guide to PAYE and NICs, CWG2, for more details.

P14(LaserSheet 1-Portrait)(2003-04) To Inland Revenue National Insurance copy

- This form cannot be downloaded for filling in as special ink and paper is used to make the forms. The official form is supplied free to employers.
- Specimen prints of the official form are available from February 2003. Contact the **Employer's Orderline:** Telephone 0845 7 646 646 Internet www.inlandrevenue.gov.uk

- Stationery manufacturers intending to produce substitute versions of this form should contact **Inland Revenue Forms and Information Delivery** 4th Floor, Melbourne House Aldwych London WC2B 4LL (Telephone 020 7438 6088/4264) for details of the approval arrangements.

For help to fill in this form,
see Employer's Help Book, E10

P14 End of Year Summary 2003-04

Employer's name and address	Tax Year to 5 April
	Inland Revenue office name
	Employer's PAYE reference

Employee's details

National Insurance no. Date of birth Day Month Year Sex (M' - male, F' - female)

Surname

First two forenames

Works/payroll no. etc

Employee's private address incl. postcode (if known)

National Insurance contributions in this employment (Note: LEL = Lower Earnings Limit, ET = Earnings Threshold, 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 ET (whole £s only)	Earnings above the ET, up to and including the UEL (whole £s only)	Total of employee's and employer's contributions	If amount in col.1d is a minus amount, enter 'R' here	Employee's contributions due on all earnings above the ET	Scheme Contracted-out Number
	From col.1a on P11	From col.1b on P11	From col.1c on P11	From col.1d on P11		From col.1e on P11	(For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
1a	£	1b	£	1d	£ p	1e	£ p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FOR INFORMATION ONLY

Statutory payments in this employment

Statutory Sick Pay (SSP) £ p

Statutory Maternity Pay (SMP) £ p

Statutory Paternity Pay (SPP) £ p

Statutory Adoption Pay (SAP) £ p

Pay and Income Tax details		Pay	Tax deducted
		£ p	£ p
In previous employment(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
In this employment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee's Widows & Orphans/ Life Assurance contributions in this employment	<input type="text"/>	£ p	
Final tax code	<input type="text"/>		<input type="text"/>

Student Loan Deductions in this employment (whole £s only)
From col.1j on P11 £

Tax Credits in this employment
From col.9 on P11 £ p

Payment in Week 53: if included in Pay and Tax totals, enter '53', '54' or '56' here
(See Employer's Further Guide to PAYE and NICs, CWG2)

For employer's use

Date of starting if during tax year to 5 April 2004 Day Month Year

Date of leaving if during tax year to 5 April 2004 Day Month Year

Expenses payments and benefits paid to directors and employees: Complete form P11D or P9D if appropriate and provide a copy of the information to the employee by 6 July. See Employer's Further Guide to PAYE and NICs, CWG2, for more details.

For completion by desk-top laser printer or other suitable sheet-feed printer. P14 (National Insurance copy) and P60 (for employee) are on separate sheets 1 and 3.

Please keep National Insurance and Tax copies in separate bundles for despatch

BS 11/02

Do not destroy

P60 End of Year Certificate **2003-04**

Your employer's name and address

Tax Year to 5 April

Inland Revenue office name

Employer's PAYE reference

Employee's details

National Insurance no.

Surname

First two forenames

Works/ payroll no. etc

Sex

'M' – male, 'F' – female

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

Your private address

National Insurance contributions in this employment

(Note: LEL = Lower Earnings Limit, ET = Earnings Threshold 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 ET (whole £s only)	Earnings above the ET, up to and including the UEL (whole £s only)	Employee's contributions	Scheme Contracted-out Number
	£	£	£	£ p	(For Contracted-out Money Purchase schemes OR Contracted-out Money Purchase Stakeholder Pension schemes only)
					S
					S
					S
					S

Statutory payments in this employment

Statutory Maternity Pay (SMP)

Statutory Paternity Pay (SPP)

Statutory Adoption Pay (SAP)

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

Enter 'R' in this box if net refund

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

Tax Credits in this employment £ p

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

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 us about any income that is not fully taxed, even if you are not sent a Tax Return.

INLAND REVENUE

For employer's use

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 or Statutory Adoption Pay is included.

P60(LaserSheet 3-Portrait)(2003-04)

Employer: For completion by desk-top laser printer or other suitable sheet-feed printer. Forms P14 (National Insurance and Tax copies) are on separate sheets 1 and 2.

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