

**Deductions Working Sheet P11 Year to 5 April 2011**

Employee's details use capitals

Turn over page for Weeks 31-52 (Months 8-12) and End of Year Summary boxes

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

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.

**Note 1** Using the P11 Calculator on your Employer CD-ROM is easier and quicker than completing the manual P11. The 'P11 Calculator Guide' on your CD-ROM gives guidance on how to use it. You can find all the Employer Helpbooks in the CD-ROM: E13 *Day-to-day payroll*; E14, E15, E16, E19 covering statutory payments and the E17 *Collection of Student Loans*. You can also get copies of the Helpbooks from the Employer Orderline on 08457 646 646. If you need help with your payroll go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) or phone the Employer Helpline on 08457 143 143.

**Note 2** In the NI Tables, a letter is shown at the top of each section, for example A, B, C, D. Copy the Table letter you use to the Table letter box in the 'End of Year Summary' overleaf. If the employee's circumstances change part way through a year, the Table letter may change as well. Record all Table letters used and enter separate totals for each one.

**National Insurance contributions**      *Note: LEL = Lower Earnings Limit; ET = Earnings Threshold; UAP = Upper Accrual Point; UEL = Upper Earnings Limit.*      **Statutory payments**      **PAYE Income Tax**

Month number	Week number	Earnings details				Contribution details		Statutory Sick Pay (SSP) paid to employee in the week or month included in column 2	Statutory Maternity Pay (SMP) paid to employee in the week or month included in column 2	Statutory Paternity Pay (SPP) paid to employee in the week or month included in column 2	Statutory Adoption Pay (SAP) paid to employee in the week or month included in column 2	Student Loan deductions (SLD) (whole pounds)	Month number	Week number	Pay in the week or month including statutory payments (SSP/SMP/SPP/SAP) Total pay to date	Total 'free pay' to date as shown by Tables A *	K codes only Total 'additional pay' to date as shown by Tables A	Total taxable pay to date: column 3 minus column 4a or column 3 plus column 4b *	Total 'tax due' to date as shown by Calculator Tables or Tax Tables B to D	K codes only		Tax deducted or refunded in the week or month Mark refunds 'R'	Tax not deducted owing to the Regulatory limit	For Employer's use		
		1a	1b	1c	1d	1e	1f													6a	6b				7	8
1	1												1	1												
1	2												1	2												
1	3												1	3												
1	4												1	4												
2	5												2	5												
2	6												2	6												
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7	28												7	28												
7	29												7	29												
7	30												7	30												

\* If in any week/month the amount in column 4a is more than the amount in column 3, leave column 5 blank.

Total c/fwd    Total c/fwd    Total c/fwd    Total c/fwd    Total c/fwd    Total c/fwd

If the contribution Table letter changed during this part of the tax year, please see Note 2 above.

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.

(1) Add all amounts of NICs not marked 'R'.  
 (2) Add all amounts of NICs marked 'R'.  
 (3) Take away (2) from (1).  
 (4) If (3) is a minus amount, mark the amount 'R' and carry forward to page 2.

