

Employer PAYE reference
Year ended 5 April 2009

 Accounts Office reference
Please return this form to the address shown below

Employer name and address

If this replaces a Return that was issued automatically it may not show all of your details. If this is so, please fill in the top of this Return before you send it to your HM Revenue & Customs office.

Please read the notes overleaf before completing this Return.

Do not declare any amounts already reported under the Taxed Award Scheme arrangements.

1 Class 1A National Insurance contributions (NICs) due	
Enter the total benefits liable to Class 1A NICs from forms P11D. (This is the total of the brown Class 1A NICs boxes on forms P11D. There is a quick guide on page 5 of CWG5 if you are not sure.)	A £ <input style="width: 80%;" type="text"/> 1A
<input checked="" type="checkbox"/> If you need to adjust the figures entered in box A, do not complete box C below, tick this box and complete Section 4 overleaf.	
Multiply by Class 1A NICs rate	B <input style="width: 80%;" type="text" value="12.8%"/>
Class 1A NICs payable	C £ <input style="width: 80%;" type="text"/> 1A

2 Employer declaration	
<i>Tick the relevant box and fill in the appropriate details.</i>	
<input checked="" type="checkbox"/> No expenses payments or benefits of the type to be returned on forms P11D have been or will be provided for the year ended 5 April 2009. For this reason no forms P11D are attached.	
<input type="checkbox"/> I confirm that all details of expenses payments and benefits that have to be returned on forms P11D for the year ended 5 April 2009 are enclosed with this declaration. I declare that the details on these forms are fully and truly stated to the best of my knowledge and belief.	
<input type="checkbox"/> Forms P11D for the year ended	<input type="text"/> HM Revenue & Customs office on <input style="width: 100px;" type="text"/> / /
I confirm that details of expenses payments and benefits that have to be returned on forms P11D have been sent to HM Revenue & Customs.	
I declare that all the details on this form are fully and truly stated to the best of my knowledge and belief.	
Signature of employer	<input style="width: 300px; height: 30px;" type="text"/>
Date	<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/>
<i>The declaration should be signed by the employer or any person authorised to do so.</i>	
Capacity in which signed	<input style="width: 300px; height: 30px;" type="text"/>

3 Notes for employer

You should give each employee or director a copy of their P11D information and send the completed forms P11D and P11D(b) to your HM Revenue & Customs office by **6 July**.

Pay Class 1A NICs shown on the Return to the Accounts Office. Details on how to pay can be found on the HMRC website at www.hmrc.gov.uk/pay/payments-class1.htm You should pay by:

- **19 July** if the payment is by post or cash, **or**
- **22 July** if the payment is by an approved electronic method.

Where **22 July** falls on a weekend or bank holiday, your payment should reach our bank account no later than the last bank working day before **22 July**. Interest is chargeable on payments paid late. If your Return is not received by 19 July, penalties will be charged automatically. You may also be penalised or prosecuted if you make false statements.

Please note if you have already indicated on your form P35 that forms P11D and P11D(b) are not due, there is no need to send this Return.

Class 1A National Insurance contributions (NICs) due

Employers pay Class 1A NICs on benefits which have to be returned on forms P11D except where Class 1 NICs or Class 1B NICs are due. To help you identify the benefits where Class 1A NICs are due, the boxes on the form P11D are brown and are marked 1A. Before completing the forms P11D and this Return, read the P11D(Guide) and booklet CWG5(2009) *Class 1A National Insurance contributions on benefits in kind. A guide for employers*.

Forms P11D

As an employer you must complete a Return of expenses payments and benefits, form P11D, for each employee paid at a rate of £8,500 or more a year and for each director if:

- you have provided them with expenses or benefits which are not covered by a dispensation or PAYE Settlement Agreement
- you have arranged for expenses or benefits to be provided by a third party.

Send this declaration with the completed forms P11D to your HM Revenue & Customs office. If you choose to send the forms P11D in batches, send the declaration with the final batch.

References in this Return to forms P11D and HM Revenue & Customs office should be read as including the return of expenses payments and benefits by magnetic media to Shipley Data Centre.

4 Adjustments to Class 1A NICs

Complete this section if you need to adjust the total benefits shown as liable to Class 1A NICs.

Paragraph 18 of CWG5 explains circumstances in which you may need to make adjustments.

Enter the total benefits liable to Class 1A NICs from Section 1, box A overleaf	A	£	1A
Using the two boxes below enter any adjustment to the figures in box A			
• Add any amounts not included in box A on which Class 1A NICs are due	Amount to be added		
Brief description <input type="text"/>	B	£	1A
• Deduct any amounts included in box A on which Class 1A NICs are not due	Amount to be deducted		
Brief description <input type="text"/>	C	£	
Total of benefits on which Class 1A NICs are due	box A + box B minus box C		
	D	£	1A
Multiply by Class 1A NICs rate	E	12.8%	
Class 1A NICs payable	box D x rate in box E		
	F	£	1A