

**Tax year to 5 April**

**2016**

**To the employee:**

Please keep this certificate in a safe place as **you will need it if you have to fill in a Tax Return. You also need it to make a claim for tax credits or to 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*

*The figures marked \* should be used for your Tax Return, if you get one*

**Employee's details**

Surname

Henson

Forenames or initials

Michael Edward

National Insurance number

JA 34 76 64 A

Works/payroll number

**Pay and Income Tax details**

	Pay	Tax deducted
	£ p	£ p
In previous employment(s)		
In this employment	* 8,040.00	
Total for year	8,040.00	
Final tax code		841L

*if refund mark 'R'*

**National Insurance contributions in this employment**

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Accrual Point (UAP)	Earnings above the UAP, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£	£ p
A	5,824	2,216			

**Statutory payments included in the pay 'In this employment' figure above**

Statutory Maternity Pay	£ p	Statutory Paternity Pay	£ p	Additional Statutory Paternity Pay/ Shared Parental Pay	£ p
Statutory Adoption Pay	£ p				

**Other details**

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

£

To employee

Michael Edward Henson  
9 Firs Walk  
Tewin Wood  
Welwyn  
Hertfordshire  
AL6 0NY

Your employer's full name and address (incl.postcode)

Green Shade Ltd  
6 Cowpers Way  
Tewin  
Welwyn  
Hertfordshire

Employer  
PAYE reference

AL6 0NX  
120 / GA93724

**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, Additional Statutory Paternity Pay /Shared Parental Pay or Statutory Adoption Pay is included.