

305036:00003352:001

475

SPM SSAS
33-35 DAWS LANE
MILL HILL
LONDON
NW7 4SD**Issued by**
PAY AS YOU EARN
HM REVENUE AND CUSTOMS
BX9 1AS**Employer PAYE
reference** 475/AB30253**Date** 29 SEPTEMBER 2015**Use this tax code for the tax year shown****Employee's name**

MRS MARY LINDA BUCKLEY

National Insurance number

YL 76 04 64 B

Works or payroll number**Tax code**

This employee's tax code is changed to

D0

Please use this tax code from the next pay day for
the year to 5 April

2016

Please read the notes on the back of this form.

Previous pay and tax**Previous pay****Previous tax**

Instructions for the employer

This form is your authority, please keep it for 3 years.

Directors - please enter 'Director' in the 'Works or payroll number' space in your pay records.

More Help

If you need any more help you can:

- contact the HM Revenue & Customs (HMRC) office shown on the front of this form
- phone the Employer Helpline on **0300 200 3200** - open from 8am to 8pm, Monday to Friday and 8am to 5pm on Saturday

The table below points you in the right direction.

Query	Notes
National Insurance number	Make sure this is your employee's pay record. If the National Insurance number shown on the front page is different to the one you already have for this employee, contact your HMRC office.
Tax code with week 1 or month 1	Do not make any refunds with this type of tax code.
Tax code without week 1 or month 1	Refunds can be made with this type of tax code. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code D	With week 1 or month 1 use Taxable Pay Tables D. Do not make any refunds. Without week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code NT	With week 1 or month 1 do not deduct tax after you receive this form. Keep a record of your employee's pay. Do not make any refunds. Without week 1 or month 1 refunds can be made. You must work out the tax to take off or refund by using the totals of all your employee's pay and tax since 6 April.
Tax code BR	Use Taxable Pay Tables B.
Previous pay and previous tax	These must now be added to the totals in your employment.
K codes	Use the instructions in Employer Helpbook CWG2 'Employer Further Guide to PAYE & NICs'

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BX9 1AS**Employer PAYE
reference**

475/AB30253

Date

29 SEPTEMBER 2015

Use this tax code for the tax year shown

Employee's name

MR LESLIE BUCKLEY

National Insurance number

YR 57 83 58 A

Works or payroll number

Tax code

This employee's tax code is changed to

D0

Please use this tax code from the next pay day for
the year to 5 April

2016

Please read the notes on the back of this form.

Previous pay and tax

Previous pay

Previous tax

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