

# P60 End of Year Certificate

Tax year to 5 April **2018**

## 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 and Customs about any income that is not fully taxed, even if you are not sent a tax return.**

HM Revenue and Customs

The figures marked ★ should be used for your tax return, if you get one

## Employee's details

|                           |               |                            |
|---------------------------|---------------|----------------------------|
| Surname                   | BROOKS        |                            |
| Forenames or initials     | Glenn         |                            |
| National Insurance number | YY 91 18 79 C | Works/payroll number<br>15 |

## Pay and Income Tax details

|                           | Pay<br>£ p | Tax deducted<br>£ p                          |
|---------------------------|------------|--|
| In previous employment(s) | 0.00       | 0.00   |
| In this employment        | ★ 48000.00 | 9600.00<br><small>if refund mark 'R'</small> |
| Total for year            | 48000.00   | 9600.00                                      |
| Final tax code            | BR         |  |

## 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 Earnings Limit (UEL) | Employee's contributions due on all earnings above the PT |
|------------------|--|--|---|---|
| X                | £ 0  | £ 0  | £ 0   | £ p 0.00  |
|                  |  |  |   |   |
|                  |  |  |   |   |
|                  |  |  |   |   |

## Statutory payments

Included in the pay 'In this employment' figure above

|                         |          |                         |          |                               |          |
|-------------------------|----------|-------------------------|----------|-------------------------------|----------|
| Statutory Maternity Pay | £ p 0.00 | Statutory Paternity Pay | £ p 0.00 | Statutory Shared Parental Pay | £ p 0.00 |
| Statutory Adoption Pay  | £ p 0.00 |                         |          |                               |          |

## Other details

|  |     |
|--|-----|
| Student Loan deductions in this employment (whole £s only) | £ 0 |
|--|-----|

## To employee

Mr. G Brooks  
2 Orchid Close  
Swindon

SN25 3ST

Your employer's full name and address (including postcode)  
Cranfords  
48 Chorley New Road  
Bolton

BL1 4AP

Employer  
PAYE reference

120 / SB03606

## 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, Statutory Shared Parental Pay or Statutory Adoption Pay is included.