

# P60 End of Year Certificate

Tax year to 5 April

2017

## 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

BROOKS

Forenames or initials

Glenn

National Insurance number

YY 91 18 79 C

Works/payroll number

15

## Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)		0.00		0.00
In this employment	★ 16000.00		3200.00	
Total for year	16000.00		3200.00	
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  
1 The Pavilions  
Cranford Drive  
Knutsford Business Park  
Knutsford  
Cheshire

WA16 8ZR

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.