# HM Revenue & Customs

# Notice to employer of employee's tax code (or amended code) and previous pay and tax

REGISTERED SCHEME ADMINISTRATORS LI
UNIT 12, VENTURE WALES
MERTHYR TYDFIL INDUSTRIAL PARK
PENTREBACH
MERTHYR TYDFIL
CF48 4DR

PAY AS YOU EARN
HM REVENUE AND CUSTOMS
BX9 1AS

| | |
|---|---|
| Employer PAYE reference | 120/AB67755 |
| Date | 6 APRIL 2020 |

## Use this tax code for the tax year shown

**Employee's name**

MR NIGEL STUART SCOTT

**National Insurance number**

YX 01 59 29 A

**Works or payroll number**

F88F1EE4B5D75E3E

**Tax code**
This employee's tax code is changed to

D0  Week 1/Month 1

**Use this tax code from the next payday for the year to 5 April**

2021

Read the notes on the back of this form.

## Use this tax code for the tax year shown

**Previous pay**

**Previous tax**

P6(T)

HMRC 11/18

# Instructions for the employer

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

**Directors** - 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 and 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 4pm 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.<br>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 do not make any refunds.<br>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.<br>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 | With week 1 or month 1 do not make any refunds.<br>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. |
| 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' |
| S prefix | This means that the employee is a Scottish taxpayer and you should use the Scottish rates of income tax. |
| C prefix | This means that the employee is a Welsh taxpayer and you should use the Welsh rates of income tax. |