



P11D Questionnaire 2009/2010

COMPANY NAME: _____

PAYE SCHEME NO: _____

ACCOUNTS REFERENCE NO. _____

NAME: _____

Director/Employee*
*Delete as appropriate

NATIONAL INSURANCE NO: _____ **Date of Birth:** _____

To be completed for (1) all Directors and for (2) employees earning over £8,500 per annum (including expenses and benefits) where there are expenses reimbursed which are not covered by a Dispensation and/or Benefits In Kind provided.

Please complete and return this questionnaire by no later than **30 April 2010**

To avoid penalties, P11D's must be submitted to HM Revenue and Customs by **6 July 2010**

Please answer all the questions even if you believe the information has already been supplied, this will enable us to submit the correct information to HM Revenue & Customs on time.

Is a Dispensation in place with HM Revenue & Customs which allows some reimbursed expense categories to not be reported? (If 'Yes' please provide a copy) **YES / NO**

Benefits can be reported in several different sections of the P11D, depending on whom the contract is between.

The 3 situations are:

- 1** The contract is with the employee and provider, and the employer makes a payment on behalf of the employee direct to the provider.
- 2** The contract is with the employee and provider, and the employer reimburses the employee.
- 3** The contract is with the employer and provider, and the employer makes a payment on behalf of the employee direct to the provider.

1 - Company Car

Does the company provide a company car for the director/employee? **YES / NO**

If **YES**, and we do not already have this information, please complete the form attached to this questionnaire

Please provide a copy of the purchase invoice and vehicle registration document if available.

2 - Company Car Mileage Allowances & Fuel

Has the company paid mileage allowances or actual fuel costs to the director/employee using a company car? **YES / NO**

If **YES**, please confirm the following:

Business mileage _____

Mileage rate used _____

Amount paid £ _____

VAT inclusive

How does the company reimburse the director/employee? _____

Has a company fuel card been provided to purchase fuel? **YES / NO**

If **YES**, please confirm total cost of fuel purchased using the fuel card £ _____

VAT inclusive

Has the director/employee reimbursed the company for private mileage? **YES / NO**

3 - Company Van

Does the company provide a van for private use?

Is the van shared with other employee's?

If **YES to either**, please complete the form attached to this questionnaire

4 - Private Car Mileage Allowances & Fuel

Has the company paid mileage allowances or actual fuel costs to the director/employee using a privately owned car?

If **YES**, please confirm the following:

Business mileage

Mileage rate used

Amount paid

£ _____

How does the company reimburse the director/employee?

Has a company fuel card been provided to purchase fuel?

If **YES**, please confirm total cost of fuel purchased using the fuel card

£ _____

VAT inclusive

Has the director/employee reimbursed the company for private mileage?

5 - Motorcycles

Does the company own a motorcycle?

If **YES**, is the motorcycle available for private use?

6 - Payments For Use of Home Telephone

Does the company meet, or reimburse any part of the director/employees home telephone bills?

If **YES**, who is the contract between? (please refer to front page)

Is there a separate business line?

How much was met by the company or reimbursed to the director/employee?

£ _____

VAT inclusive

Does the above include line rental, private calls & internet connections?

If **YES**, please provide a breakdown

Business Calls

£ _____

VAT inclusive

Private Calls

£ _____

VAT inclusive

Line Rental

£ _____

VAT inclusive

Please provide copies of telephone bills if available

Internet Connection Charges

£ _____

VAT inclusive

7 - Mobile Telephones

Does the company meet or reimburse any part of the director/employees mobile telephone bills?

If **YES**, who is the contract between? (please refer to front page)

How much was met by the company or reimbursed to the director/employee?

£ _____

VAT inclusive

Does the above include private calls & rental?

If **YES**, please provide a breakdown of the calls & rental

Business Calls

£ _____

VAT inclusive

Private Calls

£ _____

VAT inclusive

Line Rental

£ _____

VAT inclusive

8 - Private Medical Insurance

Does the company pay premiums for private medical insurance, permanent health insurance or life assurance?

YES / NO

If **YES**, who is the contract between? (please refer to front page)

1 / 2 / 3

Please confirm who the named beneficiary of the policy is:

<u>Date Paid</u>	<u>Type of Policy</u>	<u>Provider of Benefit</u>	<u>Premium (Per Month/Year)</u>
_____	_____	_____	£ _____ VAT inclusive
_____	_____	_____	£ _____ VAT inclusive

9 - Subscriptions & Professional Fees

Does the company pay subscriptions or professional fees e.g. subscriptions to leisure, sports or health clubs, magazines & periodicals, or professional subscriptions & accountancy fees?
[For further guidance call 01462 687339]

YES / NO

If **YES**, who is the contract between? (please refer to front page)

1 / 2 / 3

<u>Date Paid</u>	<u>Type of Subscription/Fee</u>	<u>Provider of Benefit</u>	<u>Premium (Per Month/Year)</u>
_____	_____	_____	£ _____ VAT inclusive
_____	_____	_____	£ _____ VAT inclusive

10 - 'Non' Credit Card Expenses Payments

Have any expenses payments been made to, or on behalf of, the director/employee?

YES / NO

If **YES**, please complete the form attached to this questionnaire

11 - Credit Card Expenses Payments

Has the director/employee made a purchase using the credit card?

YES / NO

If **YES**, please complete the form attached to this questionnaire

Has the director/employee made a purchase using the credit card for personal items?

YES / NO

If **YES**, has the director/employee repaid the company for personal items purchased?

YES / NO

If **No**, please provide amount of personal items purchased.

£ _____

12 - Living Accommodation - ALL employees (£8,500 threshold above NOT applicable)

Does the company provide living accommodation for the director/employee?

YES / NO

If **YES**, please complete the form attached to this questionnaire

13 - Interest-free & Low Interest Loans

Has the company provided a beneficial loan to the director/employee, including directors overdrawn account? YES / NO

(if the total amount outstanding on all non-qualifying loans does not exceed £5,000 at any time in the year, there is no benefit).

If **YES**, the maximum balance outstanding at any time in the year £ _____

The maximum balance on later of day loan was taken out or at 6 April 2009 £ _____

The maximum balance on earlier of day loan was discharged or at 5 April 2010 £ _____

Amount of interest paid for 2009/2010 if any £ _____

14 - Assets Transferred

Have any of the company's assets been transferred (cars, computers, etc) to the director/employee as a gift or sale at less than the market value? YES / NO

If **YES**, what is the cost/market value of the asset £ _____

The amount paid by director/employee £ _____

15 - Assets Placed at the Employee's Disposal

Has the company provided assets to the director/employee for private use? YES / NO

If **YES**, please provide details _____

16 - Working From Home

Has the company reimbursed the director/employee expenses for use of home as an office? YES / NO

If YES , please provide the amounts paid for the following	Electricity and Gas charges	£ _____	VAT inclusive
	Contents insurance	£ _____	VAT inclusive
	Council Tax charges	£ _____	VAT inclusive
	Rent paid (if any)	£ _____	

17 - Other

If you have been provided with any other benefits or expenses, please give details below (e.g. childcare costs, spouse/partner expenses on business trips, late night taxis, excessive staff entertaining, etc.) **[For further guidance call 01462 687339]**

18 - Declaration

I certify that this P11D questionnaire has been completed to the best of my knowledge and I understand that the information provided will be used for the completion of forms P11D/P9D.

Signed _____

Position _____

Date _____

P11D Car Questionnaire 2009/2010

Cars provided for private use to an employee or director

Company Name	
Employee or Director's Name	
Employee or Director's National Insurance Number	
Exact Details of Make and Model	
Registration Number	
Transmission	
Engine Size	CC
Date First Registered ¹	
Fuel Type ²	
Carbon Dioxide (CO ₂) Emissions	grams of CO ₂ per kilometre

1 - If the car was first registered on or after **1 January 1998**, give the **approved** CO₂ emissions at the date of first registration

2 - If the fuel type is **Diesel**, please specify whether it is **Euro IV** compliant

List price of the car at the date of first registration	£	VAT inclusive
Price of accessories not included in the price of the car	£	VAT inclusive
Date the car was made available to the employee	From	To
Capital contribution made by the employee towards the cost of the car and for accessories	£	
Is fuel for private use provided with this car?	YES / NO	
If yes, does the employee reimburse all private fuel used	YES / NO	

P11D Van Questionnaire 2009/2010

Vans provided to an employee/director for private use in addition to business use and ordinary commuting.

To be completed if any of the following apply:-

- 1 - The van is used to do supermarket shopping every week.
- 2 - The van is taken away and used on holiday.
- 3 - The van is used outside of work for non-business activities.

Company Name	
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Employee or Director's Name	
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Employee or Director's National Insurance Number	
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Registration Number	
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Date First Registered	
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Date the van was made available to the employee	From	To
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Name of employee who the van is shared with	
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Date the van was shared	From	To
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Percentage of sharing between employee's	
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Is fuel for private use provided with this van?	YES / NO
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If yes, does the employee reimburse all private fuel used	YES / NO
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P11D Expenses Questionnaire 2009/2010

Expenses provided to an employee or director.

Company Name	
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Employee or Director's Name	
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Employee or Director's National Insurance Number	
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Non Credit Card

Credit Card

VAT inclusive

VAT inclusive

Accommodation	£	£
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Advertising	£	£
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Car Maintenance	£	£
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Computer Equipment	£	£
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Entertainment - Client	£	£
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Entertainment - Staff	£	£
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Other (please specify)	£	£
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Office Equipment	£	£
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Petrol	£	£
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Postage	£	£
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Relocation Expenses (exceeding £8,000)	£	£
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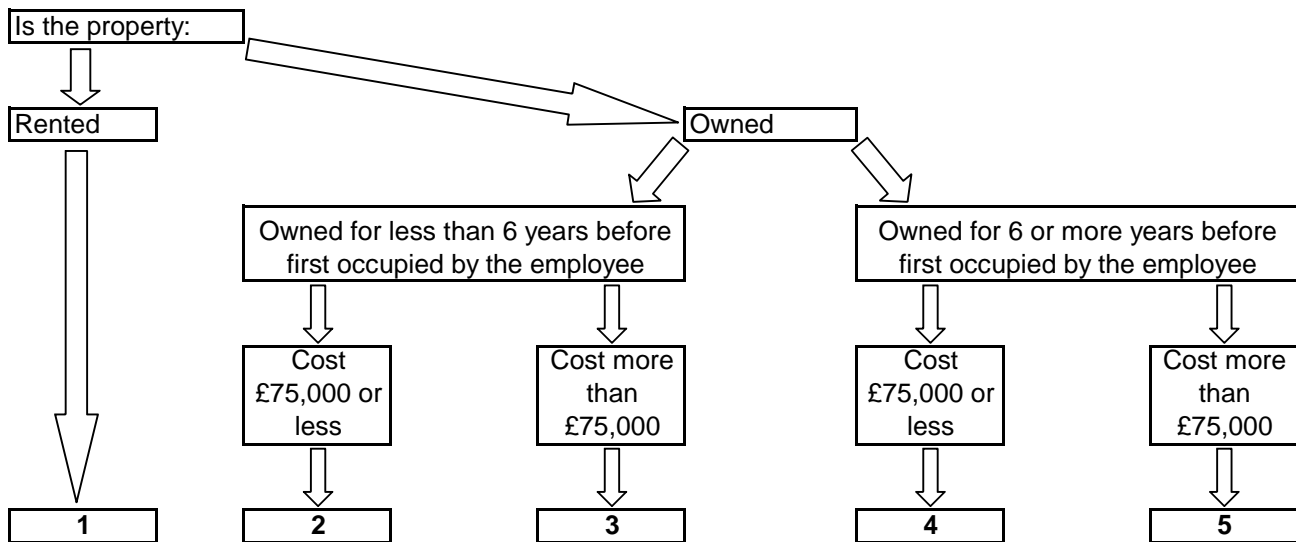
Travel & Subsistence	£	£
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I confirm that all expenses detailed above were incurred wholly, exclusively and necessarily in the performance of the duties of my employment.

YES / NO

If NO, please specify below

P11D Expenses Questionnaire 2009/2010



Select property type: 1 / 2 / 3 / 4 / 5 and complete relevant questions

Question	Applicable to property types:	Response
What rent has been paid by the employer during the year?	1	
What is the gross rateable value of the property?	all types	
What improvement costs have been incurred by the employer since acquisition?	types 2 to 5	
What (if any) capital contribution was made by the employee to the above improvement costs?	types 2 to 5	
What was the market value of the property when it was first occupied by the employee?	types 4 & 5	
What rent has been paid by the employee during the year?	all types	
What expenses (light and heat, council tax, maintenance etc) have been borne by the employer and not reimbursed by the employee during the year?	all types	Please detail on a separate sheet
If the property is furnished, what was the original cost of all the furnishings currently in the property?	all types	Please detail on a separate sheet