

TAX YEAR 2010/11
RETURN OF EXPENSES PAYMENTS & BENEFITS, FORMS P11D
P11D INFORMATION CHECKLIST

NAME OF EMPLOYEE/DIRECTOR: _____

Tick if Director

NATIONAL INSURANCE NUMBER: _____

JOB TITLE: _____

COMPANY NAME: _____

QUESTION		DETAILS <i>(Use Continuation Sheet if necessary)</i>
1. Has the company transferred ownership of any assets to this employee during the year? (Examples are cars, property, furniture, etc)	YES/NO	
2. Has the company provided this employee with the use of assets, goods or provided with vouchers, or marketable shares?	YES/NO	
3. Does this employee use a company credit card? If so, please provide a breakdown of the total expenditure in the year to April 2011. If any private expenditure was incurred, please detail this and explain whether it was repaid to the company during the year by this employee *	YES/NO	
4. Has this employee been provided with living accommodation during the tax year?	YES/NO	

<p>5. Has this employee been provided with a company car?</p> <p>If so, please provide the following details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>The car make and model;</i> <input type="checkbox"/> <i>The date the car was first registered;</i> <input type="checkbox"/> <i>The date(s) of any vehicle change(s);</i> <input type="checkbox"/> <i>The CO emissions data (available from the manufacturer);</i> <input type="checkbox"/> <i>The manufacturer's list price when first registered. (Please note this is not the purchase price – you can obtain list prices from the manufacturer);</i> <input type="checkbox"/> <i>The price of optional extras added when the car was first made available;</i> <input type="checkbox"/> <i>The price of accessories added after the car was first available to and used by the director/employee;</i> <input type="checkbox"/> <i>The amount of capital contribution made by the employee if any;</i> <input type="checkbox"/> <i>The amount paid by the employee in the fiscal year towards the private use of the car;</i> <input type="checkbox"/> <i>Whether fuel for the car is provided other than for business travel;</i> <input type="checkbox"/> <i>Whether the employee was required to, and did, make good the cost of all fuel for private motoring e.g. travel between home and place of work;</i> <input type="checkbox"/> <i>The type of fuel used, i.e. petrol or diesel;</i> <input type="checkbox"/> <i>The engine capacity of the car(s).</i> 	<p>YES/NO</p>	
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<p>6. Has this employee received a mileage allowance in respect of business journeys (whether in a private or company car)? If so, please provide details of the rates paid per mile and the amount received by the employee.</p>	<p>YES/NO</p>	
<p>7. Has this employee enjoyed the private use of a company van? If so, please provide details of the cost, year of registration make and model. (Please note that "private use" of a van is anything over and above the normal home to work journey.)</p>	<p>YES/NO</p>	
<p>8. Has this employee received a loan at any point during the year to 5 April 2011? If so, please provide an analysis of all debits and credits.</p>	<p>YES/NO</p>	
<p>9. Is this employee (and his family/dependants) provided with Private Medical Insurance? If so, please provide details of the provider and the costs borne by the company/organisation in 2010/11.</p>	<p>YES/NO</p>	
<p>10. Has this employee enjoyed membership of any Sports or Recreational facility at the company/organisation's expense? If so, please provide details.</p>	<p>YES/NO</p>	
<p>11. Has this employee undertaken a company-assisted relocation in the year to 5 April 2011? If so, please provide details of all expenses paid or reimbursed by the company.</p>	<p>YES/NO</p>	
<p>12. Has the company provided this employee with any goods or services whatsoever during the year to 5 April 2011?</p>	<p>YES/NO</p>	

<p>13. Has this employee enjoyed the private use ** of any assets such as computers/fax machines, etc. If so, please advise if this benefit is afforded to all the staff or is exclusive to a select group of people.</p>	<p>YES/NO</p>	
<p>14. Has the company provided this employee with any share related benefits?</p>	<p>YES/NO</p>	
<p>15. Has the company paid any personal subscription costs on this employee's behalf (i.e. Golf Club memberships, etc)</p>	<p>YES/NO</p>	
<p>16. Has the company paid any subscription costs on the employee's behalf to professional bodies?</p>	<p>YES/NO</p>	
<p>17. Has the company/organisation paid any PAYE to the Inland Revenue in relation to this employee's remuneration that was not actually deducted from this employee's gross salary?</p>	<p>YES/NO</p>	
<p>18. Has this employee received travelling, subsistence and accommodation expenses, whilst on company business or otherwise? If so, please provide details.</p>	<p>YES/NO</p>	
<p>19. Has this employee claimed any expenses not already covered in the above questions? If so, please provide details.</p>	<p>YES/NO</p>	

20. Has the company paid for any part of this employee's home telephone expenses? If so, please supply details of line rental and call charges.	YES/NO	
21. Has the company met any private expenditure of this employee? (Examples include private credit/store card expenditure, personal tax fees, childcare, school fees etc)	YES/NO	

* This information is needed to enable the calculation of Class 1A NIC, if appropriate

** If you have doubts as to what constitutes 'private use' of an asset please contact John.