

# P60 End of Year Certificate

Tax year to 5 April **2024**

**This is a printed copy of an eP60 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	Client
Forenames or initials	Example
National Insurance number	Works/payroll number
JP123456C	5457771

## Pay and Income Tax details

	Pay	Tax deducted
	£	£
	p	p
In previous employment(s)		
In this employment	★ 22 100.17	3 104.00
Total for year	22 100.17	3 104.00
Final tax code		1257L

if refund mark 'R'

## 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
	£	£	£	£ p
A	6396 .00	5512.00	24746.00	3189.73

Statutory payments included in the pay 'In this employment' figure above

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

## Other details

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

£ 0

### To employee

109 Alma Grove  
London

SE1 1PO

### Your employer's full name and address (including postcode)

Test Company Limited  
123 Acacia Avenue  
London  
WC2A 1JA

**EXAMPLE OF PAYE REFERENCE**

Employer PAYE reference 120/ME17509

### 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.