

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

if refund mark 'R'

X Final tax code 1257L X

EXAMPLE OF TAX CODE

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

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.