

P11D Questionnaire

Statutory details:

Company name:
Company PAYE reference:
Company accounts office reference:
Employee name:
Company Director: Yes / No
Employee NI number:
Employee DOB:

P11D information *(please provide figures inclusive of VAT):*

	Total annual cost (£)	Amounts repaid by employee (£)
Private medical/dental insurance:		

Telephone line in company name:

Home telephone bills – line rental paid:		
Home telephone bills – telephone calls paid:		
Please indicate % business use of telephone:	%	

Telephone line in individual's name:

Home telephone bills – line rental paid:		
Home telephone bills – telephone calls paid:		
Please indicate % business use of telephone:	%	

If you own a company car or van please complete the Motor Vehicle Questionnaire.

Loans to directors/employees (including directors overdrawn loan accounts) – please contact our tax team if this category applies.

Reimbursed expenses:

As from April 2016 reimbursement of the actual cost of an employee's expenses incurred for business purposes is not reportable.

However, if you are paying allowances for expenses we will need to consider whether those should be reviewed, as these may no longer be sufficient for HMRC to accept as exempt.

Miscellaneous benefits/expenses:

Details of any company assets used personally or transferred to employees:		

Please confirm business mileage paid to employees using their own vehicles is paid at no more than 45p for the first 10,000 business miles and 25p for each business mile thereafter: **Yes / No**

Please provide details of any other benefits/expenses (e.g. living accomodation):		