

Employer name

 PAYE reference

You can use this form to tell us the value of the items included in your PAYE Settlement Agreement. Please tell us as early as possible so that we have time to check your figures and agree the amount of tax and National Insurance contributions (NICs) due.

You must pay the total amount due no later than 19 October (22 October if you pay by electronic means) following the tax year to which this agreement relates. You may be charged interest and/or penalties if your payment is late. If there is a delay in agreeing the amount due under this agreement, it would be to your advantage to make a payment on account, on or before 19 October. Please contact your HM Revenue & Customs office for details of how to make a payment on account. This avoids any potential problems due to last minute notifications.

Type of benefit or expense paid (including VAT)	Total cost of benefit or expense paid	Tax band split						Total tax due = C + E + G	Total Class 1B NICs due (A + H) x 13.8%
		Value of benefit provided to 20% taxpayers	Grossed up tax = B x 20% x 100/80	Value of benefit provided to 40% taxpayers	Grossed up tax = D x 40% x 100/60	Value of benefit provided to 50% taxpayers	Grossed up tax = F x 50% x 100/50		
	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Totals (£)									