

User Guide



Step 1: Opening the Program

The P11D 2015 module is installed as part of the Keytime Accountants Suite, the installation program will have created a Keytime program group. The simplest way to start P11D 2015 is via Client Manager (the central Hub of the suite).

Click on the Client Manager shortcut on your desktop

Or

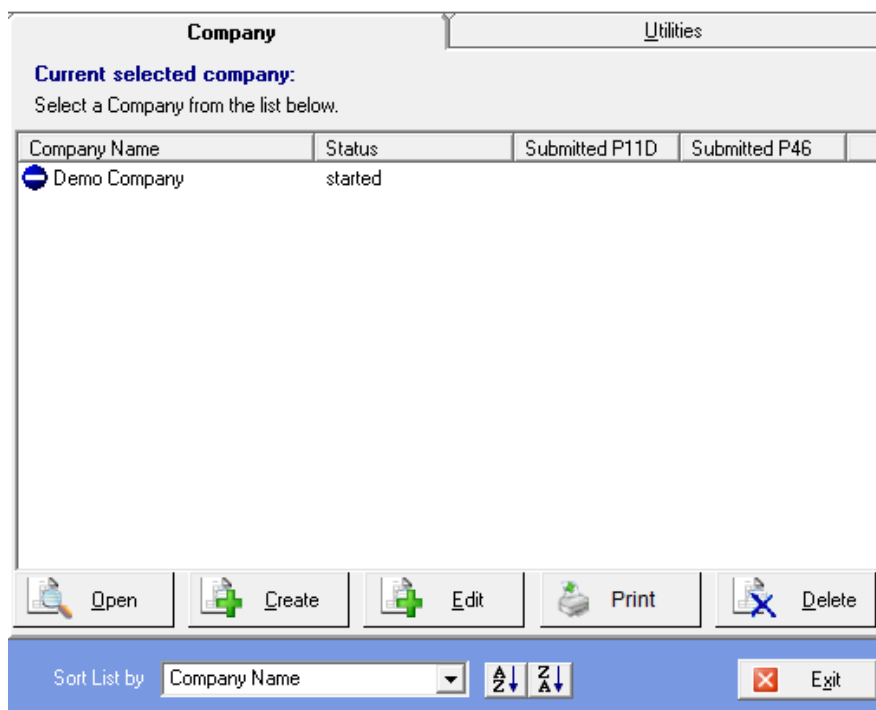
1. Click the Start button.
2. Click Programs, then choose the Keytime group and launch Client Manager.
3. Choose your client and then click the P11D button.

Once you have started the program, the P11D 2015 opening screen appears.

The first time you run P11D 2015 you must accept the disclaimer. To do this, firstly read the disclaimer and then tick the check

Step 2: Creating a Company

Each employee requiring a P11D return must belong to a company. In order to begin creating any P11D returns a company must be created with all the company details P11D 2015 needs to know, such as tax office details. This allows the program to keep track of company details and the employees belonging to each company for cases such as form P11D(b). In order to create a company, follow the steps below.



Step 2.1

When opening the program the main menu is shown which lists all the companies that have previously been entered and saved within the P11D 2015 program. If this is the first company to be created the only company to be visible in the list box will be Demo Company.

Step 2.2

Click the Create button and this will then display the Company Details Screen where all the company information is entered.

Company details

Enter Company Details		Cancel
Company details	Tax District	Next
Company Name *		Help
Name to be used on the P11D / P11D(b)		
Company Address		
Postcode		
Tick this checkbox if the Company is a Trading Organisation (but not a Tonnage Tax Company) <input type="checkbox"/> (See Booklet 480 Chapter 20)		
Please enter the required company details		

Step 2.3

Company Details Tab: This tab contains the company contact details in order that this can be displayed on the relevant P11D(b) form for each company. The text boxes that are marked with a red star are compulsory and must therefore be completed before progressing any further. If you do not enter the compulsory details a message box is displayed when clicking on the Tax District Tab.

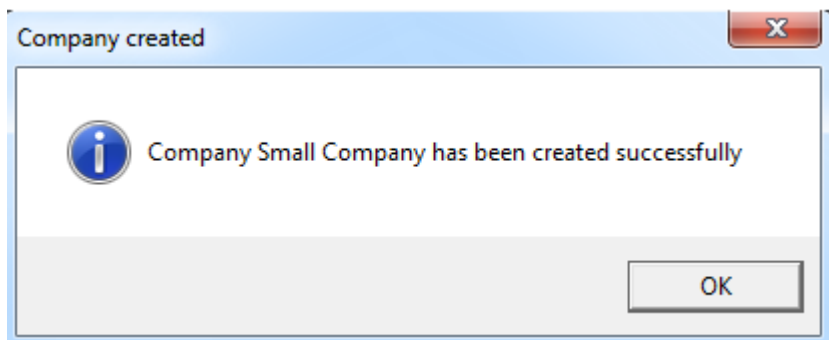
Company details		
Enter Company Details		Cancel
Company details	Tax District	Finish
(There is now one Tax Office for all P11Ds. However, you are still required to enter the Tax District No.)		Help
Tax district number	123	
Tax district name	HMRC NIC & EO	
Tax district Address	Room BP8019, Tynemouth House	
	Benton Park View	
	Longbenton	
	Newcastle Upon Tyne	
Tax district Postcode	NE98 1ZZ	
PAYE reference	A9000	(Exclude Tax Office Ref from PAYE Ref if filing online)
Accounts office reference		
P46 signature title		
Complete required entries above		

Step 2.4

Tax Details Tab: This tab contains all the tax office details information for the company and any P46 signature details. As the Tax office has now been centralised to one department, the address is already entered, but you will need to enter in the Tax office number that applies to the Company.

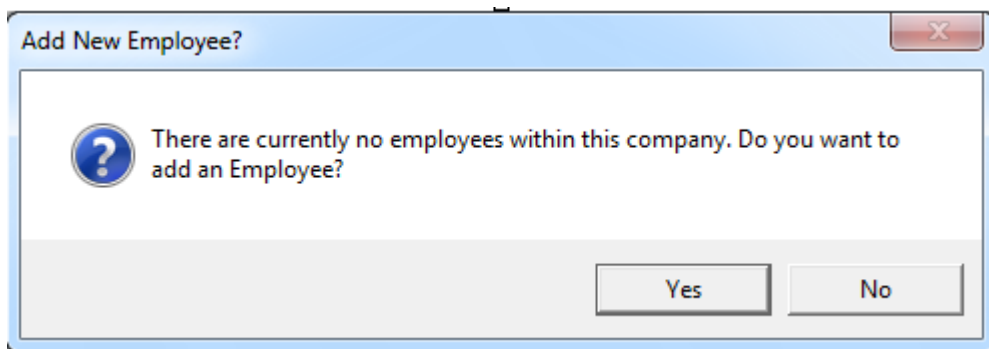
Step 2.5

Once the details have been completed the company is now ready to be created. In order to do so click Finish to create the company. If the company has been successfully created a message box will be displayed as shown above.



Step 2.6

The main menu will be shown with the new created company in the list of companies. At this point the company does not contain any employees; therefore the employee list on the right of the company list will be greyed out and blank.

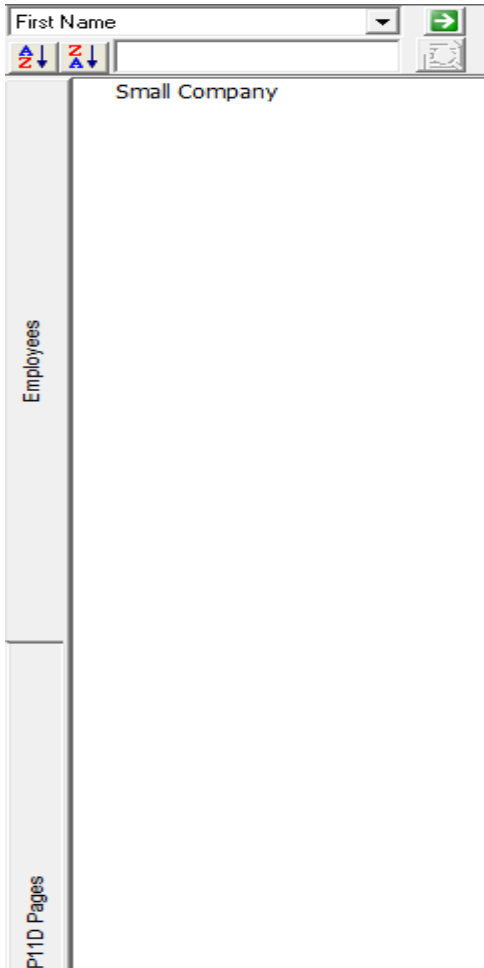


Step 2.7

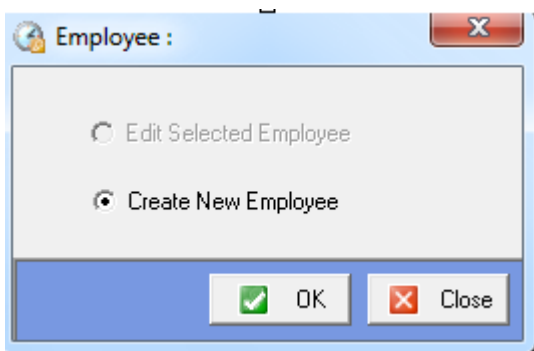
If there are currently no employees (clients) available for the company a message box will be displayed asking whether you wish to add an employee to the company. See Step 3: Creating a P11D for creating a client.

Step 3: Creating a P11D

To create a P11D for an employee, you would first need to be in a Company within the software. Once inside the company, any previously created employees will be in the Navigation Tree, under the Employees view. If no employees have already been entered, only the Company name will be shown at the top of the Employees view on the tree.



To create a new employee click on the Employees button along the Main Toolbar. This will then open a selection window. The two options are to Edit the Current employee or to Create a New employee. If there is an employee selected, you would click the Create option on the list. If no employees are in the list, or no employee has been selected, the Edit option should be disabled and the Create option automatically selected, so you can just press the OK button.



Step 3.1

Personal Details Tab: This tab contains all the personal information needed to create a P11D return, (the text boxes marked with a red star are compulsory and therefore must be completed with valid information before progressing any further):

Title: The title of the employee, i.e. Mr, Miss, Mrs, Ms, etc. Select from the list provided. Will need to be changed as required and helps determine the gender of the employee.

Gender: The gender of the employee, selected from a list.

First Name: The first name of the employee. (Compulsory entry).

Last Name: The employees surname/last name. (Compulsory entry).

Your Date of Birth: The date that the employee was born.

Company: This is the name of the company that the employee has been allocated to and has been automatically entered. This is not amendable.

N.I. Number: Employees National Insurance number (Not a Compulsory entry, but is advisable to enter).

Works Number/Department: This box is used for reference purposes only to identify an employee other than by name.

Director: Tick this checkbox if a director of a company.

Trading Organisation: Tick this checkbox if there has been share dealing during the tax year

Create P11D forms

Enter Employee Details

Personal Details | Benefits

Title: Mr (M/F) Male

First name: *

Last name: *

Name: Mr *

Your date of birth: / /

Company: Small Company

N.I. number:

Works Number/Department:

Director: ☐

Director/Employee of a Trading Organisation: ☐ (this is set on the Company Details screen)
(See Booklet 480 Chapter 20)

P11D needs to know some personal details.

Buttons: Cancel, Next, Help

Step 3.2

Benefits Tab: This tab is for the selection of expense payments and benefits to be added to the P11D. Each selection will add a new form to be completed within the P11D 2015 program. Firstly decide which benefits and expenses are required and tick the checkbox directly to the right of each one, this will place a 1 in the copies box for each selection. In order to create multiple copies of these selections type in the number of copies required.

Note - Extra copies and items can be added at a later date but extra copies cannot be removed once added. Extra pages may be needed if you have had multiples of the same benefit or expense payment. For example you have had two different company cars within the tax year.

Create P11D forms

Enter Employee Details

Personal Details

Benefits

Select form and enter the required number of Benefits

Accommodation	<input type="checkbox"/>	Private Medical	<input type="checkbox"/>
Assets	<input type="checkbox"/>	Relocation	<input type="checkbox"/>
Vehicles	<input type="checkbox"/>	Services supplied	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Travel	<input type="checkbox"/>
Payments made on behalf of Employee	<input type="checkbox"/>	Vouchers and credit cards	<input type="checkbox"/>
General Expenses	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
Home telephone	<input type="checkbox"/>	(Non-Qualifying Relocation Expenses, and Other Expenses)	<input type="checkbox"/>
Income Tax	<input type="checkbox"/>		
Loans	<input type="checkbox"/>		
Tax on Notional payments	<input type="checkbox"/>		
Other Benefits subject to Class 1A	<input type="checkbox"/>		
Other Benefits not subject to Class 1A	<input type="checkbox"/>		

Choose the type of form to be completed by clicking on the relevant option.

Cancel

Finish

Help

Step 3.3

When you click Finish the P11D will be created for you to complete. To amend a P11D at a later date, select the company from the main menu and select the relevant employee and then click the Employee button. You will then be able to select the Edit Currently selected employee and this will bring up the Employee details screen.

Create P11D forms

Enter Employee Details

Personal Details

Benefits

Title (M/F)

First name *

Last name *

Name *

Your date of birth

Company

N.I. number

Works Number/Department

Director ☐

Tick if Director/Employee of a Trading Organisation (other than a Tonnage Tax Company) ☐ (See Booklet 480 Chapter 20)

P11D needs to know some personal details.

Cancel

Next

Help

Step 4: Completing the P11D

In order to complete the P11D return all the forms relating to particular benefits/expenses must be completed. The P11D will calculate any values from these forms and transfer them along with any further information required to the P11D form.

The screenshot displays the 'P11D 2015 Pages' software interface. At the top, there is a toolbar with icons for adding (+), subtracting (-), saving (green checkmark), deleting (red X), and printing (document icon). Below this is a search bar labeled 'Last Name' with a dropdown arrow and a green arrow button. To the left of the main list is a vertical sidebar with two sections: 'Employees' and 'P11D Pages - Mr John Smith'. The main area shows a tree view of forms, each preceded by a red 'X' icon. The forms are organized into categories: Accommodation, Assets, Vehicles, Entertainment, General Expenses, Home Telephone, Income Tax, Loan, Tax on Notional payments, Other Benefits subject to Class 1A, Other Benefits not subject to Class 1A, Private Medical, Relocation, Services Supplied, Travel, Vouchers/Credit Cards, and Miscellaneous. Each category has a sub-entry labeled '- Copy 1'. At the bottom of the window, there are two buttons: 'Submit P11D/P11D(b)' and 'Submit P46 (Cars)'.

Employees

P11D 2015 Pages

- Accommodation
 - Accommodation - Copy 1
- Assets
 - Available Page 1 - Copy 1
 - Transferred Page 1 - Copy 1
- Vehicles
 - Car and car fuel benefit - Copy 1
 - Car owned by employee - Copy 1
 - Driver - Copy 1
 - Vans and Van Fuel - Copy 1
- Entertainment
 - Entertainment - Copy 1
- Payments made on behalf of Employee
 - Payments made on behalf on Employee
- General Expenses
 - General Expenses - Copy 1
- Home Telephone
 - Home telephone - Copy 1
- Income Tax
 - Income tax - Copy 1
- Loan
 - Loan - Copy 1
 - Loan written off - Copy 1
- Tax on Notional payments
 - Tax on Notional Payments - Copy 1
- Other Benefits subject to Class 1A
 - Other Benefits subject to Class 1A - Co
- Other Benefits not subject to Class 1A
 - Other Benefits not subject to Class 1A
- Private Medical
 - Private medical - Copy 1
- Relocation
 - Relocation Payments - Copy 1
- Services Supplied
 - Services Supplied - Copy 1
- Travel
 - Travel - Copy 1
- Vouchers/Credit Cards
 - Vouchers and Credit cards - Copy 1
- Miscellaneous
 - Miscellaneous - Copy 1

Submit P11D/P11D(b)

Submit P46 (Cars)

Step 4.1 – Navigating through the forms

The navigation tree: This is situated on the left of the screen and displays all the forms that are included in that particular P11D. Some P11Ds will have more pages than others depending on how many pages and copies were selected on the Create P11D Forms Screen. It is possible to select any form from the list in any order and it is also possible to come back to any form at any time to amend the details on that form.

In order to navigate through the forms using the navigation tree double-click on the name of a section heading on the tree (e.g. Vehicles) which will expand that section of the tree. In some cases such as the Vehicles section there is more than one form within the section and expanding the section of the tree will allow the list of these forms to be viewed. It is also possible to expand the whole tree by using the Expand Tree button on the mini toolbar in order to expand all sections within the P11D and view every form available. In order to open a form from the navigation tree double-click on the title of the form.






Back and Forward Buttons

These buttons are situated on the Main Toolbar. They allow the forms to be moved through tab by tab in either forwards/backwards direction.

Form Status

It is also possible to know the status of each form by looking on the navigation tree. Each form will be represented one of the three icons as shown below:

-  Not Started
-  Started
-  Completed

It is also possible to keep track of progress of completing the P11D return by checking the progress bar at the top of the screen as shown below. The further the blue bar is along the top of the screen the nearer the P11D report is to completion.



Step 4.2 – Completing the Forms

Most of the forms within the P11D contain the same layout therefore making it easier to complete the forms once one form has been completed. The main tabs of each form are as follows:

Living Accommodation

Accommodation Details Benefit Payments Calculate

Accommodation Help and References

D Living accommodation 1A

See booklet 480 chapter 21.

Enter the cash equivalent of the living accommodation provided for the director or employee or his or her family or household by reason of the employment.

The value to be used in calculating the cash equivalent is the gross value for rating which applied before the Community Charge was introduced. If the accommodation is rented, use the amount of rent payable (including any amount attributed in respect of a lease premium) instead of the gross rateable value. If the property did not have a gross rateable value, use your estimate of what the gross rateable value would have been if rates had continued. Different rules apply in Scotland. See booklet 480 paragraph 21.9.

If the total cost of the accommodation and any improvements was less than £75,000, the cash equivalent will be the greater of the gross value for rating and the total of any rent payable by the employer and any amount attributed in respect of a lease premium, less any rent the employee pays. See booklet 480 paragraphs 21.11 – 21.12 for how to calculate the benefit if a lease premium is payable.

If the accommodation cost more than £75,000 (including improvements), see booklet 480 paragraphs 21.13 – 21.15 for how to calculate the benefit.

The value of living accommodation is exempt from tax and Class 1A NICs in some circumstances. If the value of the accommodation is exempt, do not return a cash equivalent figure on the P11D. See booklet 480 paragraphs 21.2 – 21.3.

If, as well as providing the accommodation, you paid some of the employee's bills (such as heat and light) or provided ancillary benefits (such as furniture) show these on the P11D at section M for 'other items', whether or not the value of the accommodation itself is exempt from tax and Class 1A NICs.

- If the contract was between you and the supplier, enter details of the benefit in the **brown** box.
- If the supplier contracted direct with the employee, enter details of the benefit in the **blue** box.

See booklet 480 paragraphs 21.17 – 21.22.

Click below to view the working sheet

P11D Working sheet 1 - Living accommodation

Notes tab: The first section that normally appears is the Notes Section, which will describe the type of information needed on this page.

Some of the pages have additional information available in the form of a Working Sheet, which gives further information into how to calculate the amount of benefit.

This can be activated at any time by double clicking the Working Sheet bar.

Living Accommodation

Accommodation Details **Benefit** Payments Calculate

Benefit

Gross value of benefit £0.00

Amount made good or taxed under PAYE £0.00

Class 1A ☒ **1A**

Description

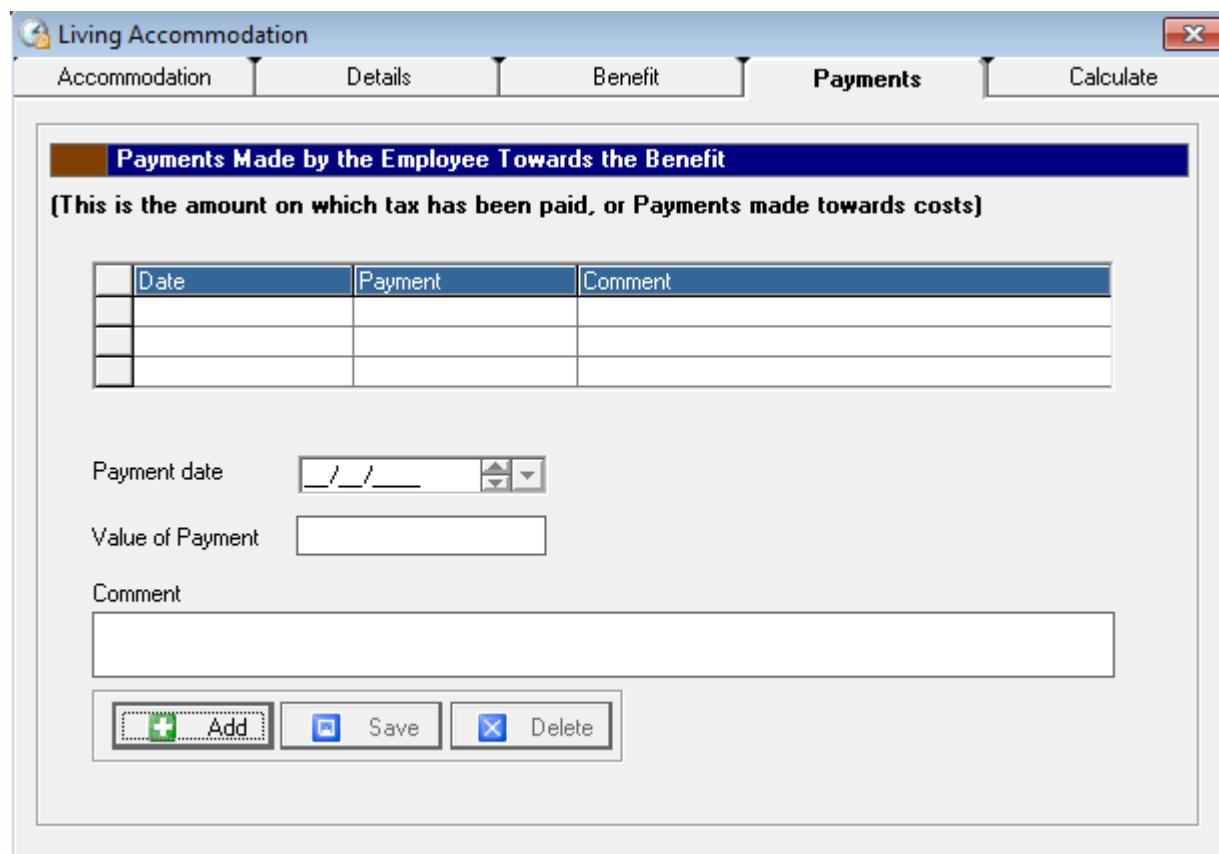
Benefit tab: This is where the gross value of the benefit is entered, on the basic forms (such as Assets Available shown above) the value of the benefit is entered manually.

On the more complex forms (such as Accommodation or Car Fuel Benefit) the gross value of benefit is calculated from information given on the tabs at the beginning of the forms.

Any amount made good under PAYE that has been entered onto the Payment tab is also shown here.

In some cases the checkbox labelled Class 1A NIC is ticked, these are the benefits that the employers must pay Class 1A National Insurance contributions towards.

There is also a text box for a description of each benefit that in some situations will be transferred onto the P11D form itself.



	Date	Payment	Comment

Payment date:

Value of Payment:

Comment:

Payment tab: The payment tab as shown above is where any payments made are entered. To add a new payment, click the Add button. Each time you add an entry it will be displayed on the grid. The date can be entered using the date control box. The payment value is entered into the textbox labelled value of payment. Any further notes regarding each payment can be entered into the Notes box. The total will appear on the previous tab in the Amount Made Good or Taxed Under PAYE box.

The screenshot shows a software window titled "Living Accommodation" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a tabbed interface with five tabs: "Accommodation", "Details", "Benefit", "Payments", and "Calculate". The "Calculate" tab is currently selected and highlighted. Inside the "Calculate" tab, there is a section header "Calculation and Further Information" in a blue bar. Below this, there is a "Calculation" label followed by a text box containing "£0.00" and a "Refresh" button with a circular arrow icon. Below the text box is a "Notes" label followed by a large, empty rectangular text area for taking notes.

Calculate tab: The calculate tab as shown above is where all the entries that have been made on the form are calculated. The result is then transferred and saved onto the P11D form.

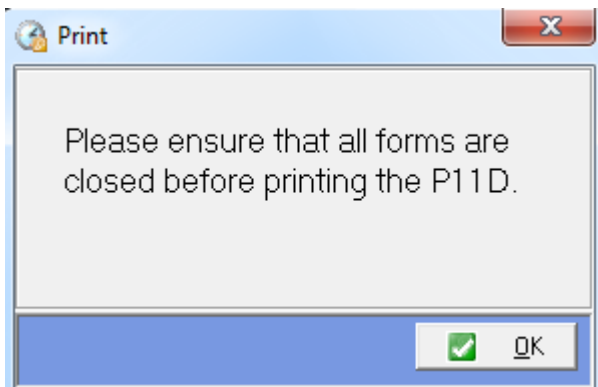
Step 5: Printing a P11D

The screenshot shows a dialog box titled "Print P11D Forms" with a standard Windows-style title bar. The dialog is divided into two main sections. The left section contains a header "Print P11D Forms" and a list of options: "Current Company : Demo Company", a checked checkbox for "Client P11D", an unchecked checkbox for "P11D (b) (Employer's submission)", an unchecked checkbox for "All Client P11D forms for the company", and an unchecked checkbox for "Company/Employee Status report". The right section contains a vertical stack of buttons: "Close" (with a red X icon), "Print" (with a printer icon), "PDF" (with a PDF icon), "Preview" (with a magnifying glass icon), "Help" (with a question mark icon), and "Options" (with a wrench icon).

Step 5.1

It is possible at any point to print/preview the P11D forms by choosing File and Print from the drop-down menus at the top of the screen, or by pressing the Print button on the main toolbar. This will display the Print menu as shown above.

Note – It is only possible to print the reports if you have registered P11D 2015. If the product is unregistered then you will have the ability to preview the report but the printing facility will remain disabled.



In order to view the print menu all forms must be closed within the main window. If this is not the case a message box will be displayed as shown above. If this happens click the OK button to close the message box, close the form that are open in the main window, and then press Print.

Step 5.2

The print menu gives three choices of forms that can be printed. These are as follows:

Client P11D: This is the copy of the P11D form for the employee (client)/director that is currently selected within the program. This form consists of three pages of information gathered from the results of the forms completed for this employee/director.

P11D(b): This form is the employer's copy relating to the Return of Class 1A National Insurance Contributions due and also contains the employer's declaration. There is one P11D(b) for each company created within P11D 2015 therefore the P11D(b) will be the same for each employee within a particular company. Thus the P11D(b) form for a company can be accessed by selecting any of its employees and opening the Print Menu.

All P11D forms: This selection allows all the P11D's for a particular company to be printed in one go. It is possible to select the order in which to print out these reports. You can choose to print in Name order or in Work Number order. The print order is changed by selecting from the print order drop-down box on the configuration screen (see Configuration screen).

Company/Employees Status report: This report shows the details for company and employees in the selected P11D company. It can also be used to check whether submissions have been made for the P11D/P11D(b) and P46 (Cars) within this company.

HM Revenue & Customs

P11D Expenses and benefits 2014-15

Please make sure your entries are clear on both sides of the form.

Employer name

DC1 Name

Employer PAYE reference

PAYE REF

Employee name

Demo

Person

Works number/department

1

National Insurance number

AB123456C

If a director tick here ☒

Date of birth in figures (if known)

11/11/1956

Gender **M** – Male **F** – Female **M**

Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 or more a year during the year to 5 April 2015. Send the completed form to your HM Revenue & Customs office by 6 July 2015.

Note to employee

Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2014-15 tax return if you get one. The box numberings on this P11D are the same as on the *Employment* page of the tax return, for example, boxes 13.

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a **1A** indicator

A Assets transferred (cars, property, goods or other assets)		Cost/Market value	Amount made good or from which tax deducted	Cash equivalent
Description of asset		£ 0.00	£ 0.00	13 £ 0.00 1A
B Payments made on behalf of employee				
Description of payment			15 £ 0.00	
Tax on notional payments not borne by employee within 90 days of receipt of each notional payment				15 £ 0.00
C Vouchers and credit cards		Gross amount	Amount made good or from which tax deducted	Cash equivalent
Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers see section M of the P11D Guide)		£ 0.00	£ 0.00	12 £ 0.00
D Living accommodation				
Cash equivalent of accommodation provided for employee, or his/her family or household				14 £ 1,719.18 1A
E Mileage allowance and passenger payments				
Amount of car and mileage allowances paid to employee for business travel in employee's own vehicle, and passenger payments, in excess of maximum exempt amounts (See P11D Guide for 2014-15 exempt rates)				12 £ 0.00

Step 5.3

The forms on the print menu are selected by ticking the relevant checkbox for that selection. Next press either the Preview or the Print button.

Print: This is to print a form without first previewing it.

Preview: This is to preview a form before printing. This will display the P11D preview screen as shown above. This screen can be enlarged using either the zoom control or by dragging the screen to make its area viewable area larger. In order to print the form press the print button situated on the toolbar of the P11D screen.

Print

Printer: System Printer (\\KT-SERVER-1\HP LaserJet 4200 PCL 6)

OK

Cancel

Print Range

☒ All

☐ Pages

From: 1

To:

Copies: 1

☒ Collate Copies

Step 5.4

A print dialog box will be displayed giving the print options for the form. This also allows multiple copies of the form to be printed by increasing the number in the Copies text box. It is also possible to choose either printing the whole P11D form or printing a specific page of the form by setting the print range properties.

Register P11D 2015

Before using P11D 2015 you must register the product, this will provide you with the Install password required to run P11D 2015. Without the Install password P11D will only run in Demo mode and some program features will be unavailable to you.

You register P11D via Client Manager. Start > All Programs > Keytime > Client Manager. Once Client Manager has opened please select File > Register from the menu. You can then follow the instructions on screen.

Register Company

Registration Information

Step-1 Please choose the method of registration

- ☒ Internet (Quick process to register all products)
- ☐ Phone / Manual registration if you already have an Install Password

Please connect to the Internet before clicking register. Please keep you PC connected to the internet until you recieve a message stating the registration is complete.

Step-2 Please enter your registration user name. you will find this on the registration letter

Demo

Step-3 Please enter your Password

XXXXXXXXXX

Register To register additional Keytime Software programs click the add button and complete steps 1 to 3.

Registration Information

Serial Number	Product Name	Install password	Number	Expiry Date
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Close

N.B. If you are using the Internet method of registration your Unique Identifier and Password can be found on your invoice. (If you have already registered one of our other modules then your Unique Identifier and Password will be pre-populated.)

If you need any help through this process please call registrations:

Telephone: 0161 484 3500

Please Note: Calls from some network providers may vary.

Fax: 0845 456 3104

Email: support@keytime.co.uk

Software Licence Agreement

P11D 2015 Software Licence

Software Licence

SOFTWARE LICENCE AGREEMENT

This licence agreement (**Licence**) is a legal agreement between you (**Licensee or You**) and Keytime Objective Limited of Pennine House, Denton Lane, Chadderton, Oldham OL9 8PU (**Licensor or Us**) for the licence of the software product (**Software**) that you wish to evaluate (**Trial**) or that You have subscribed to for use of the Software for an agreed period (**Term**) by payment of the licence fee (**Licence Fee**) which includes computer software, the data supplied with it, the associated media, printed materials and electronic documentation (**Documentation**) subject to the terms of this agreement.

1. Grant and scope of licence

BY TICKING HERE YOU AGREE TO THE TERMS OF THE LICENCE AGREEMENT DISPLAYED ABOVE.

☒ Ok

☐ Close

☐ Help

☐ Order

You must agree to the Licence Agreement in order to start P11D

Disclaimer

In order to begin using the program you must also read carefully and accept the disclaimer on the Disclaimer tab. In order to accept the disclaimer the checkbox must be ticked. If the disclaimer is not accepted this will result in a message box being displayed when the OK button is clicked.

The Main Menu

This is the first menu that will be displayed when launching P11D 2015.

The screenshot shows the 'Company' tab of the P11D 2015 main menu. At the top, there are two tabs: 'Company' and 'Utilities'. Below the tabs, the text 'Current selected company:' is followed by the instruction 'Select a Company from the list below.' A table lists four companies: 'Demo Company' (status: started), 'Large Company' (status: started), 'Medium Company' (status: completed), and 'Small Company' (status: not started). Each company name is preceded by a colored circle icon. Below the table, there are five buttons: 'Open', 'Create', 'Edit', 'Print', and 'Delete'. At the bottom, there is a 'Sort List by' dropdown menu set to 'Company Name', a 'Sort by' button with 'A-Z' and 'Z-A' options, and an 'Exit' button.

Company Name	Status	Submitted P11D	Submitted P46
Demo Company	started		
Large Company	started		
Medium Company	completed		
Small Company	not started		

It consists of the Company list displaying all the companies created in P11D. The name of the company is shown in the first of the columns in the table. For each company, the status of work progression is shown in the second column. The third and fourth columns of the table show the submission of P11D and P46 respectively. Once submitted, the date and time of the submission will be shown in the table.

Company tab

Open: The open button is used to access the current employees within the current selected company.

Create: The Create button is used to create a new Company.

Edit: The Edit button is used to edit details for the currently selected company.

Print: The Print button is used to produce an Company/Employees Status report for the selected company.

Delete: The Delete button is used to delete the currently selected company, this will lose all employees within that company.

Sort List by: This is a drop-down box that allows you to select the order in which the company list is shown. It is possible to order the company list by Company Name, Status, Submitted P11D or Submitted P46.

A-Z / Z-A: Using the A-Z button will sort in ascending order, whereas using the Z-A button will sort the employee list in descending order.

Exit: This exits the P11D 2015 program



Utilities tab

Convert P11D: This option allows a P11D return from a previous year to be imported into P11D 2015.

Register P11D: This option will display the Register P11D 2015 Screen, which displays all the registration information. This displays useful information such as the maximum number of P11D returns and the current number of P11D returns that are/have been created using the program. It also displays the current version number of P11D 2015, which may come in use when updating to a more current version in the future.

Repair P11D: This option will repair the P11D database in some cases of database issues. It is advisable to contact our Support Team if you believe there are problems that would require a database repair.

Drop down menus

In order to access a drop-down menu option click on the appropriate title and the drop-down menu containing related tasks will be displayed. Scroll down the drop-down menu to choose the particular task and click again with the left button.

New P11D	
Edit P11D	
Delete P11D	
Print	Ctrl+P
Printer Setup	
Agent's Details	
Register	
Log Off	
Exit P11D 2015	

File Menu

New P11D: This creates a new P11D return and opens the Create P11D forms Screen.

Open P11D: This displays the Open Employee screen in order to open a different employee's P11D return.

Delete P11D: This deletes the currently open P11D return. This will display a message box asking whether to proceed with deleting the return.

WARNING - when deleting a P11D return all stored information for that P11D is lost, this cannot be undone. If you do not wish to lose this information please click No when prompted to delete the return.

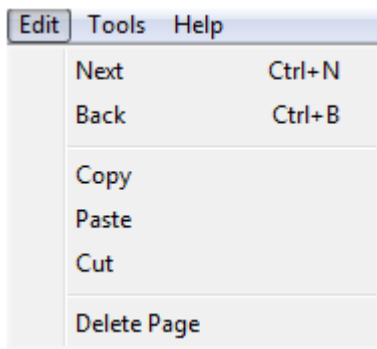
Print: This displays the Print Menu.

Printer Setup: This opens the Print Setup dialog box allowing the Print Setup properties such as Printer, Orientation, and Paper to be changed.

P11D Registration Details: This displays the main P11D 2014 registration screen containing information relating to the current status of the product such as product version number and current number of P11Ds created.

Register: This displays the Register screen where you can enter your registration credentials to activate your P11D license.

Exit P11D 2015: This exits P11D 2015.



Edit Menu

Next: This has the same action as clicking the Forward button on the main toolbar, and navigates forwards through the forms tab by tab.

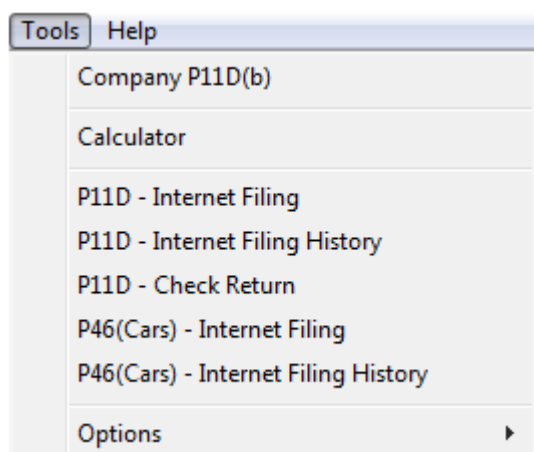
Back: This has the same action as clicking the Back button on the main toolbar, and navigates backwards through the forms tab by tab.

Copy: This can be used in conjunction with Paste to copy information from one textbox into another textbox. Firstly select the text in the textbox and then click Copy on the menu. Click into the desired textbox for copying and use Paste to paste the information into the textbox.

Paste: This can be used in conjunction with Copy or Cut to transfer information from one textbox to another.

Cut: This can be used in conjunction with Paste to cut and paste information from one textbox into another. Firstly select the text in the textbox and then click Cut on the menu. Click into the desired textbox for pasting and use Paste to paste the information into the textbox.

Delete Page: This is used to delete the benefit that was last viewed. To delete a particular benefit, for example Cars copy 2, firstly open the page and then close it again. Next choose Edit_Delete Page and this will delete all the copy 2 pages within the Vehicles section.



Tools Menu

Company P11D(b): Allows you to fill in an additional information.

Calculator: This opens the Windows calculator and can be used for checking calculations.

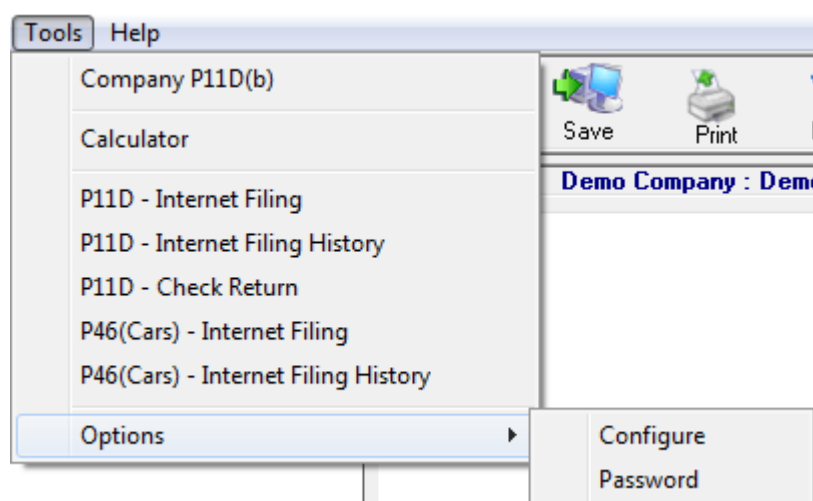
P11D - Internet Filing: Clicking Internet Filing will launch the Internet Filing module. This module allows you to file your P11D's and P11D(b) over the internet. You will need your User ID and Password. If you have not applied/received these from HMRC then click on the Register button and follow the instructions provided. Once you have filed using the module details will be recorded in the Internet Filing History screen.

P11D - Internet Filing History: Displays a history of anything you have files over the internet.

P11D - Check Return: Clicking Check Return will go through your P11D entries and validate all the information against the rules set by HMRC. Once this shows no errors you will be able to file your P11D and P11D(b) over the internet.

P46(Cars) - Internet Filing: You can file your P46 (Car) forms using this module. You will need your User ID and Password. If you have not applied/received these from HMRC then click on the Register button and follow the instructions provided. Once you have filed using the module details will be recorded in the Internet Filing History screen.

P46(Cars) - Internet Filing History: Displays a history of anything you have files over the internet.



Options

Configure: This opens the P11D Configuration Screen. This allows the program configuration options to be set.

Password: This opens the Password screen and allows a password to be set for security reasons when launching P11D 2014.



Help Menu

Help P11D 2014: This displays the P11D 2014 Help File.

Web Links: This displays the World Wide Web Links screen, which contains links to the Keytime website.

License Agreement: This displays the License Agreement that is shown when you first access the software.

About: This displays the About dialog box which contains product information regarding P11D 2014.

Main Toolbar



Back: This button is used to navigate backwards through the forms tab by tab.

Forward: This button is used to navigate forwards through the forms tab by tab.

Start: This closes the current employee and displays the main menu.

Employee: This displays the Create P11D Forms screen in order that the employee's details may be amended and extra pages may be added to the P11D return.

Company: This displays the Company Details screen in order to amend the Company details.

Note - however that any changes to the company details will change the company details for all other P11D's within the same company.

Save: This is used to save details on the pages at any time.

Print: This displays the Print menu.

Library: This displays the P11D Forms Screen.

Exit: This exits P11D 2015.

Mini Toolbar



Expand Tree: This is the first button on the mini toolbar. This expands the navigation tree so that the icons and names belonging to all the pages within the P11D can be viewed.

Collapse Tree: This is the second button on the mini toolbar and collapses the tree once it has been expanded this enables only the section headings for each page to be viewed.

Mark As Complete: This is the third button on the mini toolbar and can be used to mark individual pages as complete or whole sections as complete. To do this, select the age/section title and click the Mark As Complete button. This will change the relevant icons to a green tick.

Note - this facility is only for user reference purposes and does not affect anything within the program.

Mark As Not Complete: This is the fourth button on the mini toolbar and can be used to mark individual pages as incomplete or whole sections as incomplete. To do this, select the page/section title and click the Mark As Not Complete button. This will change the relevant icons to a red cross.

Note - this facility is only for user reference purposes and does not effect anything within the program.

Notes Page: This is the last button on the toolbar and opens the Notes page for storing any extra notes within the P11D 2015 program. This information is not used to create the P11D returns but is for user reference purposes.

Navigation tree

The navigation tree is split into two different views, Employees and Pages. Each is accessible by selecting the corresponding panel.

Last Name

Navigation tree on employees

In the Employees view, the navigation bar will show a list of the employees already present in the current company. Next to each employee is a status icon, to identify the current state of the employee.

The list of employees can be sorted in an ascending/descending manner according to a number of different options. The options for sorting are selected by using the drop-down menu towards the top of the Navigation tree, with the ascending or descending being selected with the A-Z and Z-A buttons underneath it.



A search bar is also present at the top of the Navigation tree, to allow you to filter the list for selecting an employee. An entry is entered into the search box and then pressing the Search button will search through the list for matching clients.



Single clicking the employees name will bring up a screen, showing you the details for this employee. The details are not editable on this screen, but details can be edited under the Employees button on the Toolbar.

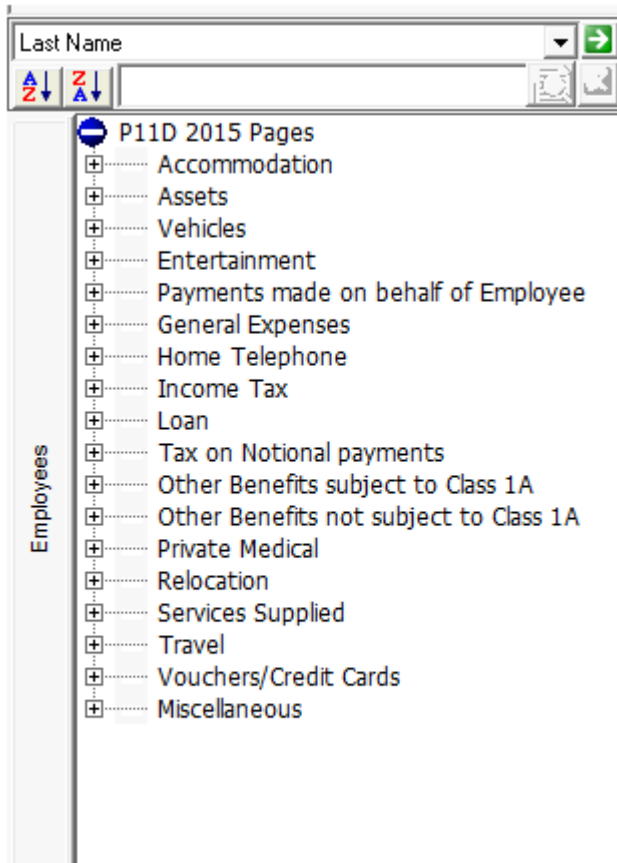
A screenshot of a window titled 'Employee Details'. The window has a blue header bar with the title. Below the header, there is a table of employee information. The table has two columns: a label column and a value column. The labels are in bold. The values are in a standard font. Below the table, there is a section titled 'P11D Pages Present :'. This section contains two columns of checkboxes, each followed by a label. All checkboxes are checked. The window has a standard Windows-style title bar with a close button in the top right corner.

Name	Demo Person
Date of Birth	11/11/1956
Gender	Male
Company	Demo Company
N.I. number	AB123456C
Works Number/Department	1
Director	<input checked="" type="checkbox"/>
Director/Employee of a Trading	<input checked="" type="checkbox"/>

P11D Pages Present :

<input checked="" type="checkbox"/> Accommodation	<input checked="" type="checkbox"/> Tax on Notional Payments
<input checked="" type="checkbox"/> Assets	<input checked="" type="checkbox"/> Other Benefits subject to Class 1A
<input checked="" type="checkbox"/> Vehicles	<input checked="" type="checkbox"/> Other Benefits not subject to Class 1A
<input checked="" type="checkbox"/> Entertainment	<input checked="" type="checkbox"/> Private Medical
<input checked="" type="checkbox"/> Payments made on Behalf of Employee	<input checked="" type="checkbox"/> Relocation
<input checked="" type="checkbox"/> General Expenses	<input checked="" type="checkbox"/> Services Supplied
<input checked="" type="checkbox"/> Home Telephone	<input checked="" type="checkbox"/> Travel
<input checked="" type="checkbox"/> Income Tax	<input checked="" type="checkbox"/> Vouchers and Credit Cards
<input checked="" type="checkbox"/> Loans	<input checked="" type="checkbox"/> Miscellaneous

Double clicking the employees name will take you into the pages view for that particular employee.



Navigation tree on pages

In the Pages view, the navigation bar will show a list of pages that the employee has associated with them. The pages are selected when setting up the employee and can be amended in the Employees details screen.

To view the pages, you would first press the section that the pages relate to. This will then expand the section, to show the pages underneath.

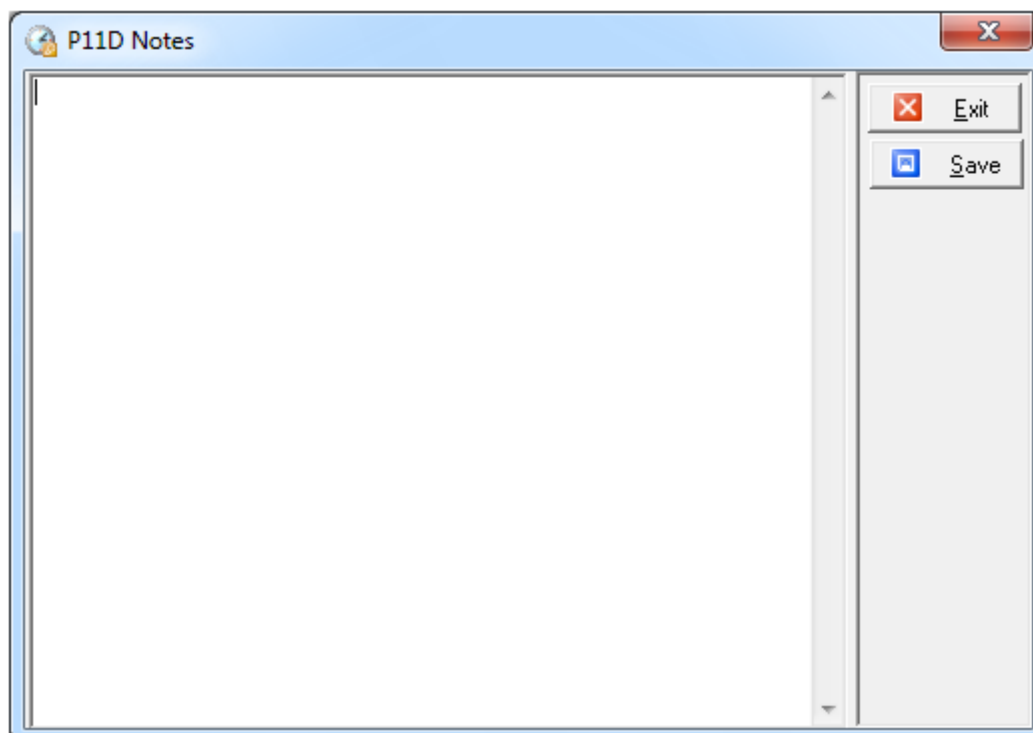
Submit buttons

Submit P11D/P11D(b)
Submit P46 (Cars)

At the bottom of the Navigation tree, there are two buttons for submissions. The top button will take you to the submission screens for P11D's and P11D(b)'s. The bottom button will take you to the submission screens for P46 (cars) submissions.

Note: Both submissions will be multiple, submitting details for all the clients in the current company.

Notes Page



The Notes Page is used to keep any P11D notes relating to each employee/director and is opened by clicking the Notes button on the mini-toolbar.

Exit: This closes the Notes Page. If any notes have been changed and the Save button has not been clicked a message box will be displayed asking whether the Notes are to be saved before closing the page.

Save: Click this button in order to save any notes that have been entered.

Living Accommodation

The Living Accommodation pages covers living accommodation provided for the employee/director during the tax year 2014-15 . Refer to Booklet 480(2015) Chapter 21 and Working Sheet 1 for more information regarding the Living Accommodation pages.

The screenshot shows a software window titled 'Living Accommodation' with a close button (X) in the top right corner. The window has five tabs: 'Accommodation', 'Details' (which is selected), 'Benefit', 'Payments', and 'Calculate'. The 'Details' tab is divided into two sections. The first section, 'Address and Basic Charge', has a sub-header 'Address' and a text box for 'Give the address of the accommodation provided'. Below this is 'The basic benefit' section, which asks to 'Enter the greater of:' and lists two options: 'The amount of rent paid for the year (or part of the year) by you or any other person at whose cost the accommodation is provided to the employee' and 'The annual value (or part of the annual value) of the accommodation'. Each option has a corresponding text box showing '£0.00'. There is also a text box for 'Enter any amount made good to you by the employee for the living accommodation' showing '£0.00'. The second section, 'Properties Where the Cost of the Accommodation Was More Than £75,000', contains four text boxes for 'Cost of the accommodation (including the cost of improvements)', 'Payments made by the employee towards the cost or for the grant of tenancy', 'Enter the rent paid by the employee for the accommodation', and 'Enter the value of any rent that has been included in the amount made good to you by the employee box above', all showing '£0.00'. Below these is a text box for 'Period accommodation available (days) : ' showing '365'. At the bottom, there is a text box for 'If the accommodation was shared enter the amount allocated to the employee (otherwise enter 100)' showing '100.00' with a '%' symbol. A green note at the bottom states: 'If the accommodation was shared please seek advice on how to allocate the benefit.'

Filling in the Details tab

This tab is used to calculate the basic charge for the living accommodation.

Address: Enter the address of the living accommodation whose details are given on the accommodation page.

Basic Charge: Enter the greater of:

- the amount of rent paid for the year (or part of the year) by the employer or any other person at whose cost the accommodation is provided to the employee
- the annual value (or part value) of the accommodation (See Chapter 21 of Booklet 480)

Amount made good: Enter any amount made good by the employee for the living accommodation. If the cost of the accommodation is less than £75,000 the living accommodation charge will be calculated from the basic charge only and the value will be entered into Section D on the P11D form.

Cost of accommodation: The cost of the accommodation is:

- the cost of acquiring the accommodation, plus
- the cost of improvements made to the accommodation, minus
- any payments made by the employee towards these costs or for the grant of a tenancy.

When considering the costs remember that they can be incurred by

- the employer
- the person providing the accommodation, or
- any person connected with either of the above other than the employee.

There is a different rule if the employee first occupied the accommodation after 30 March 1983. If the person providing the accommodation held any interest in it throughout a period beginning 6 years before the employee first occupied the accommodation, then the figure to enter as the Cost of the accommodation is the market value of the accommodation at that date plus the cost of subsequent improvements.

Payments made by employee: Enter any payments made by the employee towards the cost or for the grant of a tenancy.

Rent paid by employee: Enter the amount of rent paid by the employee over the tax year 2014-15 for the living accommodation.

Period available: If the accommodation was provided for part of the tax year only, enter the number of days it was provided.

Amount allocated to employee (if shared): Enter the amount of the accommodation allocated to the employee (percentage allocated). If the accommodation was not shared please leave the value at 100%.

Asset Transfer

Assets Transfer

Benefit Payment Calculate

Assets Transferred Help and Reference

A Assets transferred (cars, property, goods or other assets) 1A

See booklet 480 chapter 6.

Enter, as appropriate:

- the market value of the asset at the date of transfer, or
- a figure based on the cost to you.

This information will be entered in Section A of the P11D report.

Assets Available

Assets Available : Demo Person

Assets Available Benefit Payment Calculate

Assets Available Help and Reference

L Assets placed at the employee's disposal 1A

See booklet 480 paragraph 6.7 and CWG5(2015) paragraph 13.

Enter the annual value of the use of the asset (or the rent or hire charge if this was greater).

Some employer provided assets (whether on premises occupied by the employer or elsewhere) are exempt from charge where the private use of the asset is not significant in the context of its use by the employee in performing his or her duties. Certain types of benefits such as the use of vehicles (including boats and aeroplanes) are excluded from the exemption. See booklet 480 chapter 5.

Equipment provided to employees with a disability

There is no taxable benefit if an employer provides equipment (for example, a wheelchair or hearing aid) to an employee with a disability to enable the employee to take up or retain work, and where the employee also uses the equipment for significant private use.

This information will be entered in Section L of the P11D report.

Car and Car fuel benefit

The Car and Car Fuel Benefit pages cover cars made available to an employer/director during the tax year 2014-15. A separate page is needed for any further cars provided to the employee during 2014-15. Please refer to Booklet 480(2015) Chapter 12 and Working Sheet 2 for further information before completing the Car and Car Fuel Benefit pages.

A new system for calculating the car benefit charge was introduced from 6 April 2002. It does not change the rules about when a car benefit arises or the way in which the price of the car is calculated for car benefit purposes (except for some bi-fuel gas cars; see paragraph 12.40 of Booklet 480(2015)). The cash equivalent of the car benefit is now calculated by multiplying the price of the car for tax purposes by the appropriate percentage, which depends on the amount of carbon dioxide (CO₂) that the car emits. Adjustments for business mileage and older cars no longer apply.

The resulting figure is then reduced as appropriate on account of:

- periods when the car was unavailable
- payments that the employee made for the private use of the car.

The screenshot shows a software window titled "Car and Car fuel benefit" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with tabs labeled "Car", "cont...", "cont...", "Desc'", "Car", "Fuel", "Calculate", and "P46 (car)". The "Desc'" tab is currently selected, and its content is titled "Vehicle Description".

Inside the "Vehicle Description" tab, there are several input fields and checkboxes:

- Registration Number:** A text input field.
- Make:** A text input field.
- Model:** A text input field.
- Date the car was first registered:** A date input field with a format of _/_/_ and a small calendar icon.
- Manufacturer's List Price:** A text input field containing "£0.00". Below this field is a note: "Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480".
- No CO₂ Emissions figure available:** A checkbox that is currently unchecked.
- Approved CO₂ Emissions Figure:** A text input field containing "0". Below this field is a note: "Tick box if the car does not have an approved CO₂ figure".
- Tick the box if the engine is a rotary engine:** A checkbox that is currently unchecked.

On the right side of the "Approved CO₂ Emissions Figure" field, there is a small icon of a computer monitor with a document on it, and a green text instruction: "(Click this button to be directed to the website for calculating CO₂ emissions)".

Filling in the Description Tab

This tab is for completing information regarding the description of the car.

Registration Number: Enter the Registration number of the car.

Make: Enter the make of the car.

Model: Enter the model of the car.

Date Registered: Enter the date that the car was first registered.

Manufacturer's List Price: Before entering the Manufacturer's List price of the car please refer to Booklet 480(2015) Sections 12.2 to 12.28 for more in-depth information regarding the list prices of cars, what to do if there is no list price for the car, and classic car information.

Approved CO2 Emissions Figure: If the Car has an approved CO2 emission figure uncheck the checkbox marked 'No CO2 emissions figure', this will then enable the 'Approved CO2 emissions figure' textbox. Please refer to Sections 12.29 to 12.42 of Booklet 480(2015) for further information regarding the Approved CO2 emissions figure.

No CO2 emissions Figure: If the car has no Approved CO2 emissions figure please leave this checkbox ticked.

Rotary Engine: Tick the box if the engine is a rotary engine.

Car and Car fuel benefit : Mr Demo Person

Car cont... cont... Desc' Car Fuel Calculate P46 (car)

Car Benefit

Available from: / / ceased: / / Number of days available

Only enter dates in the above boxes if the Car was made available or had ceased within this tax year (06/04/2014 to 05/04/2015). IF AVAILABLE ALL YEAR, LEAVE BLANK.

Number of days within the above period that the car was made unavailable .
(If more than 30 consecutive days or more throughout which the car was not available to the employee.)

Price of accessories fitted when the car was first available
All non-standard accessories, see P11D Guide

Price of accessories fitted after the car was first available (min £100)

Capital contributions made by the employee (max £5000)

Employee's contributions towards private use

Type of fuel or power used
Please use the key letter shown in the P11D Guide

Engine capacity / size (cc)

Class 1A ☒ **1A**

Filling in the Car Tab

This tab is for completing information that will be used to calculate the car benefit.

Available from: Using the date control enter the date that the car was made available from.

Available to: Using the date control enter the date that the car was made available to.

Price of accessories fitted (first available): Enter the price of the accessories fitted to the car when it was first made available to the employee.

Price of accessories fitted (after first available): Enter the price of the accessories fitted to the car after it was made available to the employee, this must be a minimum value of £100.

Capital Contributions made by employee: Enter the capital contribution the employer made towards the cost of the car or accessories, this must be a maximum value of £5,000.

Employee's contribution towards private use: Enter any contributions made by the employee towards private use for the car.

Type of fuel: Please choose from the list of fuel types or power used to propel the car.

cc Engine Capacity: Enter the engine capacity of the car.

Car and Car fuel benefit

Car cont... cont... Desc' Car **Fuel** Calculate P46 (car)

Fuel Benefit

Was fuel provided for other than business travel? ☐

If so, was the cost of all private fuel made good? (Including home to work travel) ☐

Was the provision of fuel withdrawn during the period that the car was made available? ☐

Tick this box if the fuel was reinstated in the year ☐

If the provision of fuel was withdrawn, enter the date here

Enter any additional days after the date the fuel was withdrawn that has not been already been included in the number of days the car was made unavailable

Value of Car Benefit and Fuel Benefit

Value of benefit - Car

Value of benefit - Fuel

Filling in the Fuel Tab

This tab is for completing information that will be used to calculate the fuel benefit.

Fuel provided other than business travel: Tick this checkbox if fuel was provided for any other use than business use. Refer to Section 12.51 of Booklet 480(2015) for further information regarding the definition of Business travel.

Cost of private fuel made good: Tick this checkbox if the employee made good the cost of any private fuel for the car (including home to work travel). Refer to Section 12.48 of Booklet 480(2015) for further information regarding Payments for private use.

Petrol/Diesel/Cars without measurable cylinder capacity: In order to calculate the fuel benefit the cylinder capacity of the vehicle must be known along with a selection from this option list. Select one of the options from (petrol/diesel/cars without measurable cylinder capacity).

Engine Capacity: If the car has a measurable cylinder capacity, enter its value.

Gross value of benefit – Car: This displays the calculated value of the Car benefit. Refer to Working Sheet 2 for the Car Benefit calculation.

Gross value of benefit – Fuel: This displays the calculated value of the Fuel benefit. Refer to Working Sheet 2 for the Fuel Benefits calculation. If the cost of all private fuel was made good by the employee there will be no value in this box.

The screenshot shows a software window titled "Car and Car fuel benefit". It has a menu bar with "Car", "cont...", "cont...", "Desc'", "Car", "Fuel", and "Calculate". The "P46 (car)" tab is selected. The main content area has a blue header "P46 (Car)". Below it, text states: "You must complete a P46 (Car) if there is a change that affects car benefits for an employee earning at the rate of £8,500 a year or more or a director for whom a car is made available for private use." and "You must complete and return the P46 (Car) form within 28 days of the end of the quarter to 5 July, 5 October, 5 January, or 5 April in which the change takes place." Below this text, it says "To view/edit the P46 report or to submit to HMRC click on the Details button and complete the form:". At the bottom, there are two buttons: "Details" (with a document icon) and "Help" (with a question mark icon).

The P46(Car) Tab

Details: Click the Details button to view the P46 Details Confirmation pages which must be completed if there are any changes that affect car benefits for an employee earning at the rate of £8,500 a year or more or a director for whom a car is made available for private use.

P46 details confirmation

The P46 Details Confirmation screen is used to create a P46 return for an employee earning at the rate of £8,500 a year and who has had a change affecting their car benefits, or a director for whom a car is made available for private use. This form must be completed and returned within 28 days of the end of the quarter to 5 July, 5 October, 5 January or 5 April in which the change takes place. The information is transferred from the information entered in the car and car fuel benefits pages.

P46 (Car)

Details | Part 1 & 2 | Part 3 | Part 4

Employer's Details		Employee's/Director's Details	
Name	Small Company	Name	Mr Joe Bloggs
Phone No		NI number	AB123456C
Ref No			

Reason for P46 (Car)

- ☒ We provided the employee or director with a car, which is available for private use.
- ☐ We replaced a car provided to the employee or director with another car, which is available for private use. Reason 2 can only be used for online P46 (Cars) Submissions
- ☐ We provided the employee or director with a second or further car, which is available for private use.
- ☐ The employee has started to earn at the rate of £8,500 a year or more, or has become a director.
- ☐ We have withdrawn a car provided to the employee or director and have not replaced it.

Exit **Back** **Next** **Print** **P46 Filing**

Filling in Part 1 Tab

Employer's Details: This information is displayed at the top of the P46 form along with the employee's/director's details.

Name - This textbox contains the name of the company.

Phone No - Enter the phone number of the company.

Ref No - This textbox contains the employer's reference number.

Employee's/Director's Details: This information is transferred from the Create P11D Screen completed when first creating the P11D, and is displayed at the top of the P46 form along with the Employer's details.

Name - This is the employee's/director's name and cannot be amended.

NI Number - This is the employee's/director's National Insurance number.

Reason for P46 Car: Select from the list of reasons for the change affecting the car benefit and complete any additional text boxes that may be required.

P46 (Car)

Details **Part 1 & 2** Part 3 Part 4

Details of the car provided

Make and Model

Engine Size cc

Date registered

Type of Fuel

Carbon dioxide (CO2) emissions

Was the car registered before 1998 ? ☐

Please select your CO2 emissions

No CO2 emissions figure ☐

Filling in Part 2 Tab

Details of the Car provided: This information is transferred from the Description tab and Fuel tab of the Car and Car Fuel Benefits pages and is displayed in Part 1 of the P46 form.

Make and Model - This textbox contains the Make and Model of the car provided.

Engine Size - This is the engine size of the car provided.

Date Registered - This is the Date the car was registered.

Type of Fuel - This is the type of fuel that the car uses in order to run.

Carbon Dioxide (CO2) emissions: This information is transferred from Description tab of the Car and Car Fuel Benefits page and is displayed in Part 1 of the P46 form.

Car registered before 1998 - If the date registered is before 1998 then this checkbox will be ticked.

CO2 emissions - This textbox contains the car's CO2 emissions figure.

No CO2 emissions figure - This checkbox is ticked if there is no CO2 emissions figure available for the car.

P46 (Car)

Details Part 1 & 2 **Part 3** Part 4

Details of car provided: Price and employee contributions

Price of the car (Not the price actually paid, but the list price at the date of first registration.) £0.00

Price of accessories not included in the price of the Car £0.00

Date the car was first made available to the employee __/__/__

Capital contribution (if any) made by the employee towards the cost of the car and for accessories £0.00

Sum that the employee is required to pay (if any) for the use of the car £0.00 Paid every [v]

Exit Back Next Print P46 Filing

Filling in Part 3 Tab

Details of car provided-Price and employee contributions: This information is transferred from the Description and Car tabs of the Car and Car Fuel Benefit page and is displayed in Part 4 of the P46 form.

List Price of the car - This is not the actual price paid but the cost of the car for tax purposes, usually the list price of the car on the date of first registration.

Price of accessories (not included in price of car) - Enter the price of the accessories fitted to the car when it was first made available to the employee.

Date car made available - This is the date that the car was first made available to the employee/director during the tax year.

Capital contributions - Any contributions the employee/director has made towards the cost of car or accessories.

Employee required to pay - The sum the employee is required to pay towards private use of the car.

Paid every - Select from the list how often the employee pays this amount for the private use of the car.

The screenshot shows a software window titled "P46 (Car)" with a close button in the top right corner. Below the title bar is a tabbed interface with four tabs: "Details", "Part 1 & 2", "Part 3", and "Part 4". The "Part 4" tab is selected and highlighted with a dotted border. The main content area of the "Part 4" tab is titled "Fuel for private use" and contains two questions, each with an unchecked checkbox to its right. The first question is "Is the fuel for private use provided with this car?". Below it is a paragraph of instructions: "Tick the box if the employee is provided with any fuel at all for private use, including any combination of petrol and gas, or the provision of petrol for a hybrid electric car. Do not tick the box if only electricity is provided." The second question is "If yes, must the employee pay for all the fuel used for private motoring and do you expect them to continue to do so?". At the bottom of the window is a blue bar containing five buttons: "Exit" (with a red X icon), "Back" (with a green left arrow icon), "Next" (with a green right arrow icon), "Print" (with a printer icon), and "P46 Filing" (with a document icon).

P46 (Car)

Details Part 1 & 2 Part 3 **Part 4**

Fuel for private use

Is the fuel for private use provided with this car? ☐

Tick the box if the employee is provided with any fuel at all for private use, including any combination of petrol and gas, or the provision of petrol for a hybrid electric car. Do not tick the box if only electricity is provided.

If yes, must the employee pay for all the fuel used for private motoring and do you expect them to continue to do so? ☐

Exit **Back** **Next** **Print** **P46 Filing**

Filling in Part 4 Tab

Fuel for private use - This information is transferred from the Fuel tab of the Car and Car Fuel Benefits page and is displayed in Part 4 of the P46 form.

Fuel provided for private use - Tick this checkbox if fuel is provided for the employee's private use of the car.

Must employee pay for private fuel - Tick this checkbox if the employee must pay for all private fuel used and is expected to remain paying for any private fuel throughout the tax year.

Car owned by employee

Car owned by employee / Director : Demo Person

Car

Benefit

Calculate

Car Owned by the Employee Help and Reference

E Mileage allowance payments/
passenger payments

See booklet 480 chapter 16.

Enter the excess over and above the approved amount for each, which is exempt from tax.

For mileage allowance payments, the approved amount is the number of business miles travelled (other than as a passenger) multiplied by the appropriate rate(s) for the kind of vehicle used – see the table below. Approved mileage allowance payments can only be made for travel in the employee's own vehicle.

For passenger payments, the approved amount is the number of miles of business travel by car or van for which a passenger is carried and for which passenger payments are made, multiplied by 5p per mile per passenger. Passenger payments can be paid for a company car or van as well as for the employee's own vehicle.

Kind of vehicle	First 10,000 business miles in 2014–15	Each business mile over 10,000 in 2014–15
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

In order to fill in the information on this page see Working Sheet 6. Enter the value in Box Q in the Gross Value of Benefits text box on the Benefit tab. This information will then be entered in Section E of the P11D report.

Driver

Driver

Driver

Benefit

Payment

Calculate

Driver Help and References

K

Services supplied

1A

Enter the additional cost of any services supplied where the contract is between you and the service supplier.

Some employer provided services (whether on premises occupied by the employer or elsewhere) are exempt from charge where the private use of the service is not significant in the context of its use by the employee in performing their duties. *See booklet 480 chapter 5.*

This information will be entered in the Additional Items section on page 3 of the P11D report.

The vans pages cover vans provided for private use for directors or employees earning a rate of £8,500 a year or more from 6 April 2014 to 5 April 2015. Refer to Working Sheet 3 'Vans available for private use 2014-15' and Booklet 480(2015) Chapter 14 before completing the Vans pages.

Vans and Van fuel : Demo Person

Vans Details Fuel Calculate

Vans Help and References

G Vans and van fuel 1A

Van fuel benefit charge
 The van benefit charge is £3,090 for 2014–15. The charge is reduced for periods when a van is unavailable. Any payments by the director or employee which are required to use the van for private use and have been paid in 2014-15 are then deducted. If two or more directors/employees share private use of the van, the standard charge for each should be reduced on a just and reasonable basis. If the employees sharing the van are members of the same family or household and one of them is in an excluded employment, the fact that the van is available to that person is to be disregarded when making the sharing reduction to the benefit charge on the other employee(s).
 Go to www.hmrc.gov.uk/vans

Van fuel benefit charge
 See booklet 480 chapter 13.
 The van fuel benefit charge is £581 for 2014–15. This is charged on all vans when any private fuel is provided and the van benefit charge (before any reductions) is more than £0. Apart from this, and the way in which the van fuel benefit charge is reported, the rules in section F under 'Car fuel benefit charge' apply equally to the van fuel benefit charge.

Double click to view the working sheet

P11D Working sheet 3 - Vans available for private use

Registration No: Enter the Registration Number of the van provided for private use.

Was the van registered before 5th April 2003: Tick the checkbox if the van was first registered before 5th April 2003.

Was the van shared at any time: Tick the checkbox if the van was shared with other employees at any time throughout the tax year. Ticking this box will enable the percentage reduction box.

Available From: Enter the date during the tax year that the van was made available from.

Available To: Enter the date during the tax year that the van stopped being available.

Total number of days van made available: Enter the total number of days that the van was made unavailable between the Available from and Available To dates (only include periods of 30 consecutive days or more).

Percentage reduction for sharing the van: Enter the percentage reduction due to the shared use of the van (for further information regarding percentage reduction see Section 157 Booklet 480 Expenses and Benefits (2015)).

Payments made for the private use of the van during the year: Enter any payments the employee was required to, and did, make for the private use of the van.

VAN FUEL BENEFIT CHARGE – if appropriate – see P11D (Guide)

Vans and Van fuel

Vans Details **Fuel** Calculate

Benefit

Was the provision of fuel withdrawn during the period that the van was made available? ☐

Tick this box if the fuel was reinstated in the year ☐

If the provision of fuel was withdrawn and not reinstated later in the year, enter the date here

Enter any additional days after the date the fuel was withdrawn that has not already been included in the number of days the van was made unavailable

Value of Van Benefit and Fuel Benefit

Gross value of Van benefit

Gross value of Fuel benefit

Tick this box if Fuel Benefit does not apply ☐

Class 1A NIC ☒ **1A**

Description

Provision of fuel withdrawn: Tick the checkbox if the provision of fuel withdrawn was during the period that the van was made available.

Reinstated in the year: Tick the checkbox if the fuel was reinstated in the year

Withdrawn and NOT reinstated date: Enter the date if the provision of fuel was withdrawn and not reinstated later in the year.

Additional Days: Enter any additional days after the fuel was withdrawn that has not already been included in the number of days the van was made available.

Other benefits subject to Class 1A

Desc.	Desc Cont.	Desc Cont.	Benefit	Payment	Calculate
Other Benefits subject to Class 1A : Demo Person					
Other Benefits subject to Class 1A Help and References					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>M Other Items</p> <p>Enter the following benefits in the brown box with the Class 1A indicator</p> <p>Subscriptions</p> <p>See CWG5(2015) paragraph 30 and booklet 480 paragraph 25.16.</p> <p>Enter details of fees and subscriptions arranged for and paid by you or on your behalf. Include initial and annual subscriptions to clubs catering for leisure or sporting activities and so on.</p> <p>See section N if the fee or subscription was:</p> <ul style="list-style-type: none"> • arranged by the employee and was paid by you or on your behalf, or • paid to a professional body or learned society related to the employment. </div> <div style="width: 65%;"> <p>1A</p> <p>Educational assistance</p> <p>See booklet 480 chapter 18.</p> <p>Enter the cost of educational assistance provided where the contract is between you and the provider of the benefit. Include the value of scholarships awarded to children because of their parents' employment.</p> <p>Do not include relevant payments for qualifying retraining courses (as defined by Section 311, ITEPA 2003).</p> <p>Non-qualifying relocation benefits and expenses payments</p> <p>See CWG5(2015) paragraph 32.</p> <p>Benefits</p> <p>Enter all relocation benefits (cost to you as the employer less anything paid towards the cost by the employee), which are:</p> <ul style="list-style-type: none"> • not exempt (not listed in booklet 480 appendix 7), or </div> </div>					

Other benefits not subject to Class 1A

Description	Benefit	Payments	Calculate
Other Benefits not subject to Class 1A : Demo Person			
Other Benefits not subject to Class 1A Help and References			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Employer provided childcare</p> <p>The following are exempt from tax and NICs and need not be shown on form P11D:</p> <ul style="list-style-type: none"> • places made available in a nursery provided by the employer • other qualifying or directly contracted childcare up to the exempt amount for the employee • childcare vouchers that can be exchanged for qualifying childcare up to the exempt amount. </div> <div style="width: 50%;"> <p>Relevant exempt amount</p> <p>If your employee joined your scheme on or before 5 April 2011 the first £55 per week will be exempt from tax or NICs. For employees who join your scheme on or after 6 April 2011 there are reduced exempt amounts for higher earners. For more information go to www.hmrc.gov.uk/thelibrary/employer-qa.pdf or see booklets:</p> <ul style="list-style-type: none"> • 480, chapters 5 and 6 and appendix 11, or • CWG5(2015), paragraph 29. <p>You should enter on the P11D:</p> <ul style="list-style-type: none"> • the whole cost of providing non-qualifying childcare • the cost of providing qualifying childcare that exceeds the relevant exempt amount for the employee. Only enter the excess over the relevant exempt amount. <p>Where childcare vouchers are used, enter the excess in box C. Otherwise use box M.</p> </div> </div>			

These values will be entered in Section M of the P11D report

Entertainment

The screenshot shows a software window titled "Entertainment" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a tabbed interface with three tabs: "Entertainment" (selected), "Benefit", "Payments", and "Calculate". The main content area has a blue header bar that reads "Entertainment Help and References". Below this, the "Entertainment" section is highlighted. It includes instructions to see booklet 480 chapter 20, a list of payments to enter, and a list of disallowed expenses. The "Trading organisations other than tonnage tax companies" section explains that payments must be disallowed in tax computations. The "Tonnage Tax companies" section explains that profits should be calculated in accordance with paragraph 4, Schedule 22 Finance Act 2000.

Entertainment
See booklet 480 chapter 20.
Enter all payments made exclusively for entertaining including:

- the amount of any round sum allowance
- sums reimbursed
- specific allowances for entertaining
- sums paid to third persons.

If you carry on a trade, business, profession or vocation and make payments to a director or employee exclusively for entertainment, the payments should be disallowed in computing your tax liability.

Trading organisations other than tonnage tax companies
If you carry on a trade, business, profession or vocation:

- tick the box if any of the expenses payments have been, or will be, **disallowed** in your business's tax computations
- put a cross in the box if **none** of the expenses payments have been, or will be, **disallowed** in your business's tax computations.

Tonnage Tax companies
Tick the box if you have elected for your company's profits to be calculated in accordance with paragraph 4, Schedule 22 Finance Act 2000.

This value will be entered in Section N of the P11D report.

General Benefits

The screenshot shows a software window titled "Payments made on behalf of the employee" with a standard Windows-style title bar. Below the title bar is a tabbed interface with four tabs: "General benefit" (selected), "Benefit", "Payments", and "Calculate". The main content area has a blue header bar that reads "Payments made on behalf of Employee Help and References". Below this, the "B Payments made on behalf of the employee" section is highlighted. It includes instructions to see booklet 480 chapter 26, a list of amounts to enter, and a section on "Tax on notional payments" explaining PAYE rules for employment income taxable under new Part 7A ITEPA 2003.

B Payments made on behalf of the employee
See booklet 480 chapter 26.
Enter any amounts that your employee should have paid, but you paid instead.

Tax on notional payments
PAYE applies to employment income taxable under new Part 7A ITEPA 2003 (certain income provided through third party arrangements), provided in the form of a cash voucher, or a readily convertible asset, or vouchers and credit tokens which are used to acquire such assets or are themselves readily convertible to cash.
PAYE also applies to employment income paid by an intermediary of the employer. Enter tax on such notional payments not recouped from the director/employee within 90 days of each notional payment.

This information will be entered in Section B of the P11D report.

General Expenses

The screenshot shows a software window titled "General Expenses" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a tabbed interface with four tabs: "Expenses" (selected), "Benefit", "Payment", and "Calculate". The main content area has a dark blue header bar that reads "Expenses help and references". Below this, there is a section titled "N Expenses payments made to, or on behalf of, the director or employee" with a large "N" in a blue box. The text explains that users should not enter amounts already entered in section C 'Vouchers and credit cards'. It then lists two sub-sections: "General expenses allowance for business travel" with instructions to enter round sum allowances for entertaining, and "Travelling and subsistence not included in general expenses allowances" with instructions to enter reimbursed fares, hotels, and meals for travel outside the UK, referencing booklet 480 chapters 8, 9, and 10.

General Expenses

Expenses | Benefit | Payment | Calculate

Expenses help and references

N Expenses payments made to, or on behalf of, the director or employee

Take care not to enter amounts that are entered in section C 'Vouchers and credit cards'

General expenses allowance for business travel

Enter the amount of any round sum allowance not exclusively for entertaining.

Travelling and subsistence not included in general expenses allowances

See booklet 480 chapters 8, 9 and 10.

Enter the total expenses reimbursed on fares, hotels, meals, and so on including travel between home and a permanent workplace for UK employments and employments performed wholly outside the UK (not included above).

This value will be entered in Section N of the P11D report.

Home Telephone

The screenshot shows a software window titled "Home Telephone : Demo Person" with a standard Windows-style title bar. Below the title bar is a tabbed interface with four tabs: "Expenses" (selected), "Benefit", "Payments", and "Calculate". The main content area has a dark blue header bar that reads "Home Telephone Help and References". Below this, there is a section titled "Home phone" with the instruction to see CWG5(2015) appendix 1. The text explains that users should enter any expenses reimbursed for a home phone contracted directly with the supplier. It also states that if a home phone was provided by a supplier, users should enter any expenses paid by them at sections K, L, or M, with the word "brown" highlighted in brown text.

Home Telephone : Demo Person

Expenses | Benefit | Payments | Calculate

Home Telephone Help and References

Home phone

See CWG5(2015) appendix 1.

Enter any expenses reimbursed in connection with a phone at the home of the employee where the employee contracted directly with the supplier.

If you contracted with the supplier to provide a home phone to your employee, enter any expenses paid by you at sections K, L or M (**brown** box).

This value will be entered in Section N of the P11D report.

Income Tax

The screenshot shows a software window titled 'Income Tax' with three tabs: 'Expenses', 'Benefit', and 'Calculation'. The 'Expenses' tab is active. Below the tabs is a blue header bar that reads 'Income Tax Help and References'. Under this header, there is a section titled 'M Income Tax paid to the accounts office.' with a large 'M' in a blue square to the left. Below the title, it says 'See booklet 480 chapter 19.' followed by a paragraph: 'Enter the amount of Income Tax paid to the accounts office in the year which the company failed to deduct from remuneration paid to a director, irrespective of the year in which that remuneration was paid. Exclude any tax on notional payments you have already entered in section B.'

This value will be entered in Section M of the P11D report.

Loans

The loans page covers Interest free and low interest loans for 2014-15 and only needs to be filled in if the total amount outstanding on all the loans is more than £10,000 at any time in the year. Complete a new page is for each loan unless an election has been made to treat a director's loans as a single loan (see Company Directors below). Please see Booklet 480(2015) and Working Sheet 4 for any queries regarding the loans pages.

Enter details of non-qualifying loans made to, or arranged for, a director/employee (or for any of his/her relatives) on which no interest was paid or which the amount of interest paid was less than the interest at the official rate. Include 'notional loan' benefits of shares acquired by the director/employee at undervalue. See Booklet 480(2014) Appendix 5 to check whether a loan is a qualifying loan and therefore does not need to be reported on the P11D form.

Company Directors

If the company is a close company and the borrower is one of the company's directors, it is possible to elect to treat all loans which are:

- in the same currency
- non-qualifying, and
- owing at the same time as a single loan.

The election can be made by showing all such loans as a single loan in Section H on the P11D form.

Note - if the election is made and all such loans are not included within the single loan, it will result in an incorrect return being made. Please refer to Booklet 480(2015).

Filling in the Loan Details Tab

Currency: Please enter the unit of currency for each the loan in order to calculate the official rate of interest. Click the scrollbar to the right of the control to select from one of the three currencies:

- GB: Official rate of interest is 3.25%
- Japanese Yen: Official rate of interest is 3.90%
- Swiss Francs: Official rate of interest is 5.50%

If joint loan give the number of other borrowers: Enter the number of joint borrowers the loan belongs to. This value will be transferred to Section H of the P11D Form.

Amount outstanding at date loan made: If the loan was made on or before 05/04/15 please enter the amount of loan outstanding on 05/04/15. If the loan was made later than this date please enter the amount of the loan outstanding on the day that it was made. This figure will be transferred to Section H of the P11D form.

Amount outstanding at date loan discharged: If the loan was discharged earlier then 05/04/15 please enter the amount of loan outstanding on the date it was discharged. If the loan was not discharged before 05/04/15 please enter the amount outstanding on the year end 05/04/15. This figure will be transferred to Section H of the P11D form.

Maximum amount outstanding at any time in the year: This value is taken from the maximum of the Amount Outstanding values that have been entered.

Total amount of interest paid by the borrower in the year: Enter the total amount of interest paid during the year, this will be included in the calculation of the cash equivalent of the loan. This figure will be transferred to Section H of the P11D form.

If during year date loan made/discharged: Please enter the dates the loan was made/discharged if they occur within the tax year. These dates will be transferred to Section H of the P11D form.

Number of complete tax months in tax year throughout which the loan owed: Enter the number of complete tax months in the year that the loan was owed. This figure will be used in calculating the cash equivalent of the loan.

Loan reference: Enter the reference number given to the loan.

Loans written off

Loan written off

Loan written off Payment Calculate

Benefit

The Loans Written Off Details will be added into the Additional Items Section on Page 3 of the P11D

Gross value of benefit £0.00

Amount made good or taxed under PAYE £0.00

Description to be printed on P11D

This value will be entered into the Additional Items Section of the P11D report.

Notional Payments

Tax on Notional Payments Help and References

Tax on notional payments

PAYE applies to employment income taxable under new Part 7A ITEPA 2003 (certain income provided through third party arrangements), provided in the form of a cash voucher, or a readily convertible asset, or vouchers and credit tokens which are used to acquire such assets or are themselves readily convertible to cash.

PAYE also applies to employment income paid by an intermediary of the employer. Enter tax on such notional payments not recouped from the director/employee within 90 days of each notional payment.

This value will be entered in Section B of the P11D report.

Private Medical

Private Medical Help and References

I Private medical treatment or insurance **1A**

Enter the cost of all medical and dental expenses arranged and paid by you and all premiums paid for insurance against such treatment.

If you paid medical or dental expenses, or insurance against such treatment, arranged by your employee, enter the amount you paid at section B.

This information will be entered in Section I of the P11D report.

Relocation

This page is to be filled in if relocation expenses payments and benefits were provided for the employer/director and they earned more than £8,500 a year during 2014-15. These may include the normal costs of relocation, such as estate agent's and legal fees, stamp-duty, house hunting visits and removal costs. For further information regarding completing the relocation pages see Booklet 480(2015) or Working Sheet 5.

Filling in the Details Tab

Gross amount of qualifying expense payments above £8000: Enter the Gross (before tax) amount of qualifying expense payments. This value must be above £8000 to qualify.

Cost to the employer: Enter any costs to the employee of relocating the employee to the alternative accommodation. This value will be used to calculate the total of the expenses and benefits payments.

Amount paid by employee: Enter the amount the employee has contributed towards the cost of the accommodation. This value will be used to calculate the total of the expenses and benefits payments.

Cost of the qualifying living accommodation provided: Enter the cost of the accommodation provided. This value will be used to calculate the total of the expenses and benefits payments.

Costs incurred: Enter any costs that were not included on the previous year's P11D form due to the fact that they were below £8000. This value will be used to calculate the total of the expenses and benefits to be transferred to Section J of the P11D form.

Service/Subscription

Services

Services Supplied Benefit Payment Calculate

Services Supplied Help and References

K Services supplied 1A

Enter the additional cost of any services supplied where the contract is between you and the service supplier.

Some employer provided services (whether on premises occupied by the employer or elsewhere) are exempt from charge where the private use of the service is not significant in the context of its use by the employee in performing their duties. *See booklet 480 chapter 5.*

This information will be entered in Section K of the P11D report.

Travel

Travel and subsistence

Travel Benefit Payments Calculate

Travel and Subsistence Help and References

Travelling and subsistence not included in general expenses allowances
See booklet 480 chapters 8, 9 and 10.
Enter the total expenses reimbursed on fares, hotels, meals, and so on including travel between home and a permanent workplace for UK employments and employments performed wholly outside the UK (not included above).

Incidental overnight expenses
See booklet 480 chapter 8 and appendix 8 and booklet CWG5(2013) paragraph 31.
See the box under 'Incidental overnight expenses' at section M above for details of prescribed limits.
Enter details in box N of incidental expenses payments exceeding the prescribed limits which are made up of a cash payment, non-cash vouchers or a credit card payment.

This information will be entered in Section N of the P11D report.

Vouchers and Credit Cards

Vouchers and credit cards

Vouchers and Credit Cards Help and References

C Vouchers and credit cards

Enter the total of:

- the cost to you of providing any vouchers (including season tickets) which can be exchanged for money, goods or services
- any extra cost to you in providing the money, goods or services for which the vouchers are exchanged
- all expenses and other payments met by credit cards you provided, except
 - expenses directly in connection with the car(s) at section F
 - expenses more appropriate to section N.

Do not include any vouchers, such as cash vouchers, which have suffered tax under PAYE (see part B above).

This information will be entered in Section C of the P11D report.

Miscellaneous

Miscellaneous : Demo Person

Non-qualifying relocation Expenses | **Other Expenses**

Non-Qualifying Relocation Expenses Help and References

Other non-qualifying relocation expenses payments

See booklet 480 chapter 5 and appendix 7 and booklet CWG5(2015) paragraph 32.

Enter any amounts that your employees should have paid, but you paid instead, in connection with a relocation, where the expense was not an exempt expense (not listed in booklet 480 appendix 7).

Benefit

Cost to you	£0.00
Amount made good or taxed under PAYE	£0.00

Calculation

Taxable payment	£0.00
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Non-qualifying Relocation Expenses: The value is entered into Section N of the P11D report.

Other Expenses: The value is entered into Section N of the P11D report.

Print Menu

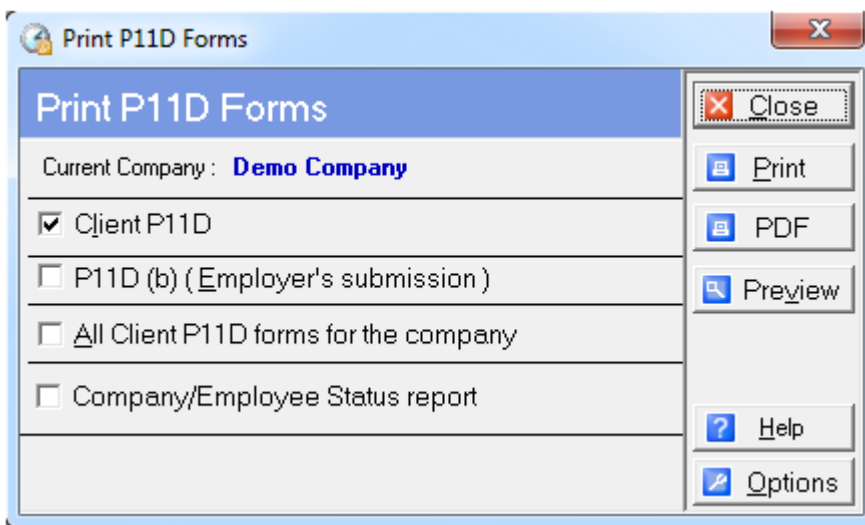
The forms on the print menu are selected by ticking the relevant checkbox for that selection. Next press either the Preview or the Print button.

Print: This is to print a form without first previewing it.

PDF: This is to create a PDF of the form, which is saved to the P11D Data location.

Preview: This is to preview a form before printing. This will display the P11D preview screen as shown above. This screen can be enlarged using either the zoom control or by dragging the screen to make its area viewable area larger. In order to print the form press the print button situated on the toolbar of the P11D screen.

Options: This will take you to the print section of the Configure screen, so you can set the printing options.



The print menu gives four choices of forms that can be printed. These are as follows:

Client P11D: This is the copy of the P11D form for the employee (client)/director that is currently selected within the program. This form consists of three pages of information gathered from the results of the forms completed for this employee/director.

P11D(b): This form is the employer's copy relating to the Return of Class 1A National Insurance Contributions due and also contains the employer's declaration. There is one P11D(b) for each company created within P11D 2015 therefore the P11D will be the same for each employee within a particular company. Therefore the P11D(b) form for a company can be accessed by selecting any of its employees and opening the Print Menu.

All P11D forms: This selection allows all the P11D's for a particular company to be printed in one go.

Company/Employee Status report: This is a report to show the details of the Company and Employees within the company. The header of the report contains the address of the company and whether it is a Trading Organisation, as well as the submission status of P11D/P11D(b) submissions and multiple (P46) submissions. The main body of the report contains the personal details of each employee. The presence of Car pages is also shown, to indicate possible P46(Car) submissions for the employee.

Benefits by Employee report: This is a report to show the details of each employee within the company and entries made into the sections for the employee.

Benefits by Type report: This is a report to show the entries made for each employee, categorised under the type of benefit that they have been made in.

P11D Screen

HM Revenue & Customs

Please make sure your entries are clear on both sides of the form.

Employer name
DC1 Name

Employer PAYE reference
PAYE REF

Employee name
Demo
Person

Works number/department
1

National Insurance number
AB123456C

If a director tick here ☒

Date of birth in figures (if known)
11/11/1956

Gender **M** – Male **F** – Female **M**

P11D Expenses and benefits 2014–15

Note to employer
Complete this return for a director, or an employee who earned at a rate of £8,500 or more a year during the year to 5 April 2015. Send the completed form to your HM Revenue & Customs office by 6 July 2015.

Note to employee
Your employer has filled in this form, keep it in a safe place. You will need it to complete your 2014–15 tax return if you get one. The box numberings on this P11D are the same as on the *Employment* page of the tax return, for example, boxes 13.

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a **1A** indicator

A	Assets transferred (cars, property, goods or other assets)	Cost/Market value	Amount made good or from which tax deducted	Cash equivalent
	Description of asset	£ 0.00	£ 0.00	13 £ 0.00 1A
B	Payments made on behalf of employee			
	Description of payment			15 £ 0.00
	Tax on notional payments not borne by employee within 90 days of receipt of each notional payment			15 £ 0.00
C	Vouchers and credit cards	Gross amount	Amount made good or from which tax deducted	Cash equivalent
	Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers see section M of the P11D Guide)	£ 0.00	£ 0.00	12 £ 0.00
D	Living accommodation			Cash equivalent
	Cash equivalent of accommodation provided for employee, or his/her family or household			14 £ 0.00 1A

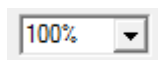
This screen is used to preview the P11D forms before printing.



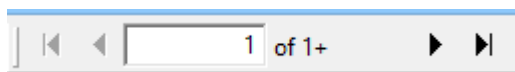
Print: This is situated in the main toolbar of the P11D screen and will display a print dialog box ready to begin printing the P11D forms.



Refresh: This is situated in the main toolbar of the P11D screen can be clicked on to refresh the form.



Zoom Control: This is situated in the main toolbar of the P11D screen and allows the view of the form to be made bigger or smaller so that it is easier to see within the P11D window.



Navigation Bar: This is situated in the main toolbar of the P11D screen and is used to navigate through the pages of the P11D forms. Click the arrows on the left to move to previous pages and click the arrows on the right to move to the following pages.



Minimise: This button is situated at the top right corner of the P11D screen and allows the P11D form window to be minimised without closing the window.



Maximise: This button is situated at the top right corner of the P11 D screen and allows the P11D form window to be maximised to fill up all the available space within the P11D 2015 main window.



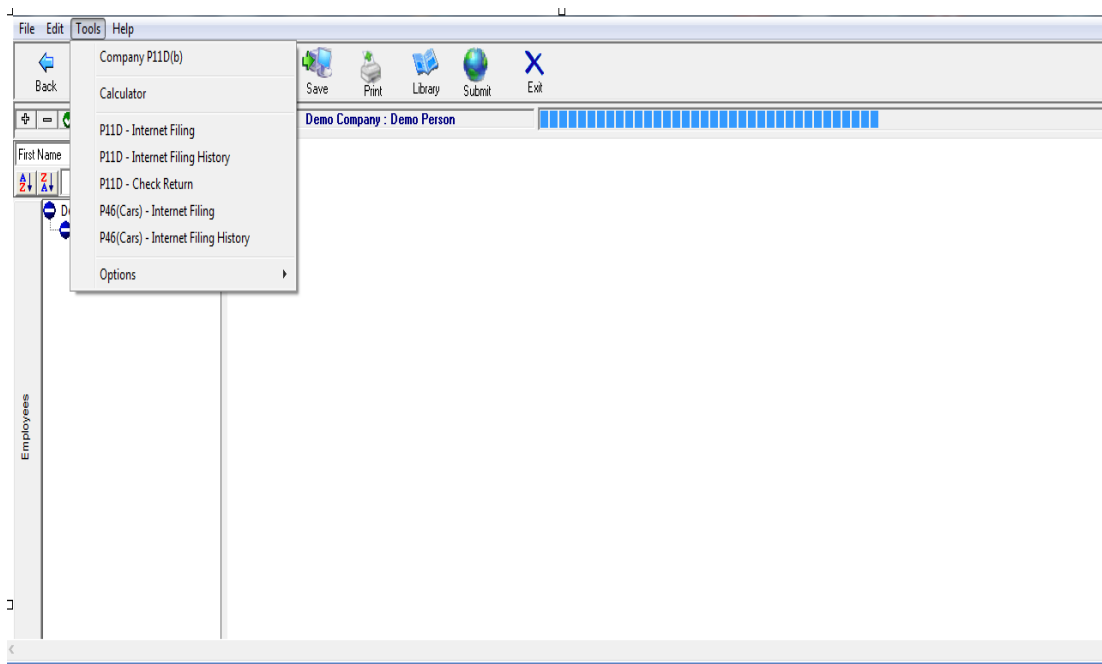
Close: This button is situated at the top right corner of the P11D Screen and closes the P11D form window.

Screen Sizing: To make the screen larger or smaller it can be dragged by holding down the left mouse button on the bottom-right corner of the screen.

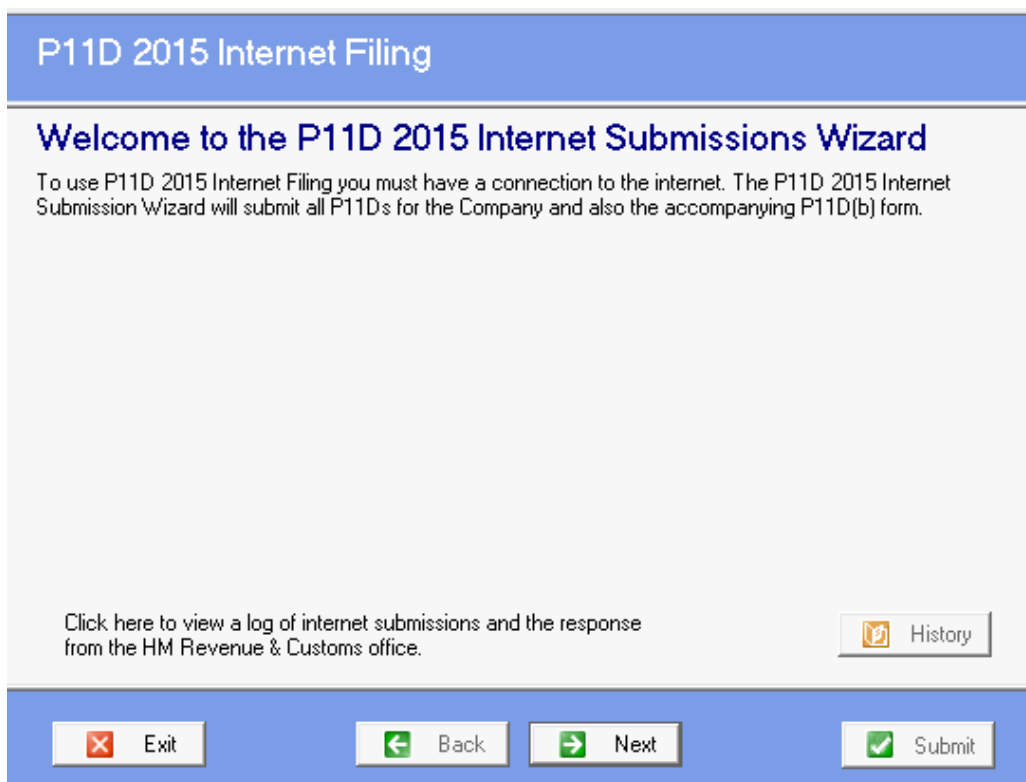
P11D Internet Filing

P11D 2015 has in built capabilities for internet filing of P11D's and P11D(b)'s.

To get to the Internet filing segment you can press either the Submit button along the Main Menu, the P11D- Internet Filing option under the Tools menu or the Submit P11D/P11D(b) button towards the bottom of the Navigation tree on the left of the screen.



Once pressed, the following screen is presented to you:



On this screen, you can view a log containing the history of any previous P11D submissions made by pressing the History button.

Note: Before proceeding, it is advisable to verify you are ready to submit. The submission is for multiple P11D's, so all employee records will need to be prepared before proceeding with submission.

Otherwise, you can press the Next button to continue with the submission.

Internet Filing

P11D 2015 Internet Filing

Step -1

Click the button to register with the HMRC for internet filing, if you have not already done so.

Step -2

Once you have received your User ID and password from the HMRC please enter them below:

User ID

*

☐ I am an Agent

Password

*

The User ID and Password need to be entered before you can continue, if you haven't got a User ID and Password click on the register button in step 1.

On this screen, you will enter your Gateway credentials for filing P11D's online to HMRC. If you have not already registered, you can press the register button to be directed to a link for registering with the Gateway.

Once the details have been entered, clicking Next will proceed to next step for submission.

Internet Filing

P11D 2015 Internet Filing

Step - 3

The next section performs a series of basic checks to ensure that some of the boxes that are commonly missed are completed correctly.

The returned results will be either:

Pass

A "Pass" result signifies that there is a valid entry in the box.

Warn

A "Warn" result signifies that an entry is invalid but may still pass (e.g Name of company. If the name is longer than 28 characters it will be cut down to 28).

Fail

A "Fail" result signifies an invalid entry in a critical box. This means the entry in the box would be rejected by the HM Revenue & Customs office. The return must be amended before submission is possible.

These are pre-submission validation checks. The HM Revenue & Customs office will do further checks during the submission process.

This screen details the Check submission results that P11D 2014 will do before a submission to HMRC can be made. This is an initial check to validate the state of the submission. Further validation checks are done by HMRC upon submission to them.

Clicking Next will run through the check and display the results.

Internet Filing

P11D 2015 Internet Filing

Pre-filing validation

Process Complete(00:00:00)

Tax Return Status : Your P11D Return failed the verification please click the details button to view more information [Details](#)

Number of Passes : 74


Number of Errors : 3

Number of Warnings : 0

Total Number of Checks : 77

[Exit](#) [Back](#) [Next](#) [Submit](#)

Once the check has finished, the results of the check will be displayed. If there are any Fails, you can press the Details button to see what has failed the check. You will then need to go back to the P11D and correct or amend what has been highlighted as a fail.

Internet Filing

P11D 2015 Internet Filing



Validation Information


Employee Name	Box Number	Page	Copy	Box Description
Demo Person	Date First Av.	P11D - Cars and Car	1	Date Car Made First Available
Demo Person	Date Last Av	P11D - Cars and Car	1	Date Last Made Available
Demo Person	Fuel Type	P11D - Cars and Car	1	Fuel Type


Tick/untick the boxes to choose what information is shown in the grid


☐ Pass
☒ Warn
☒ Fail


Current Status : 100%

 Return  Print

 Exit

 Back

 Next

 Submit

Once the submission passes all of the checks, the Submit button will be available to press in order to file with HMRC.

P46 (Cars) Internet Filing

P11D 2015 has in built capabilities for internet filing of P46 (cars). There are two methods of submission for P46 (cars), a single submission or a multiple submission.

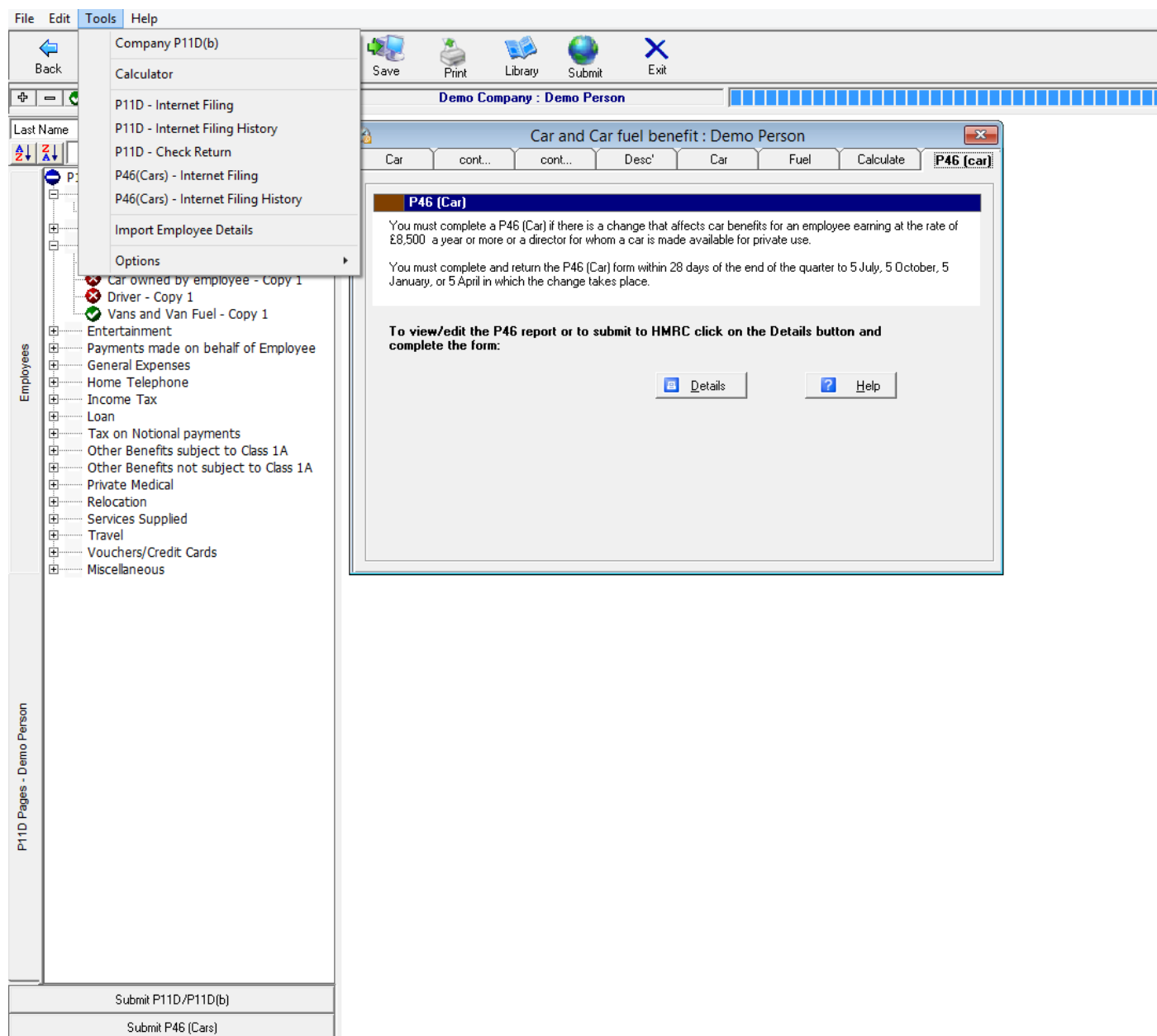
To get to the Internet filing segment for filing a single submission you go to the Car and Car fuel Benefits page under the Vehicle header. Once on here, there is a tab along the top of the window labelled P46.

The screenshot shows a window titled "Car and Car fuel benefit : Demo Person". At the top, there is a tab bar with several tabs: "Car", "cont...", "cont...", "Desc'", "Car", "Fuel", "Calculate", and "P46 (car)". The "P46 (car)" tab is selected. Below the tab bar, there is a section titled "P46 (Car)" with a blue header. The text in this section reads: "You must complete a P46 (Car) if there is a change that affects car benefits for an employee earning at the rate of £8,500 a year or more or a director for whom a car is made available for private use." and "You must complete and return the P46 (Car) form within 28 days of the end of the quarter to 5 July, 5 October, 5 January, or 5 April in which the change takes place." Below this text, there is a instruction: "To view/edit the P46 report or to submit to HMRC click on the Details button and complete the form:". At the bottom of this section, there are two buttons: "Details" and "Help".

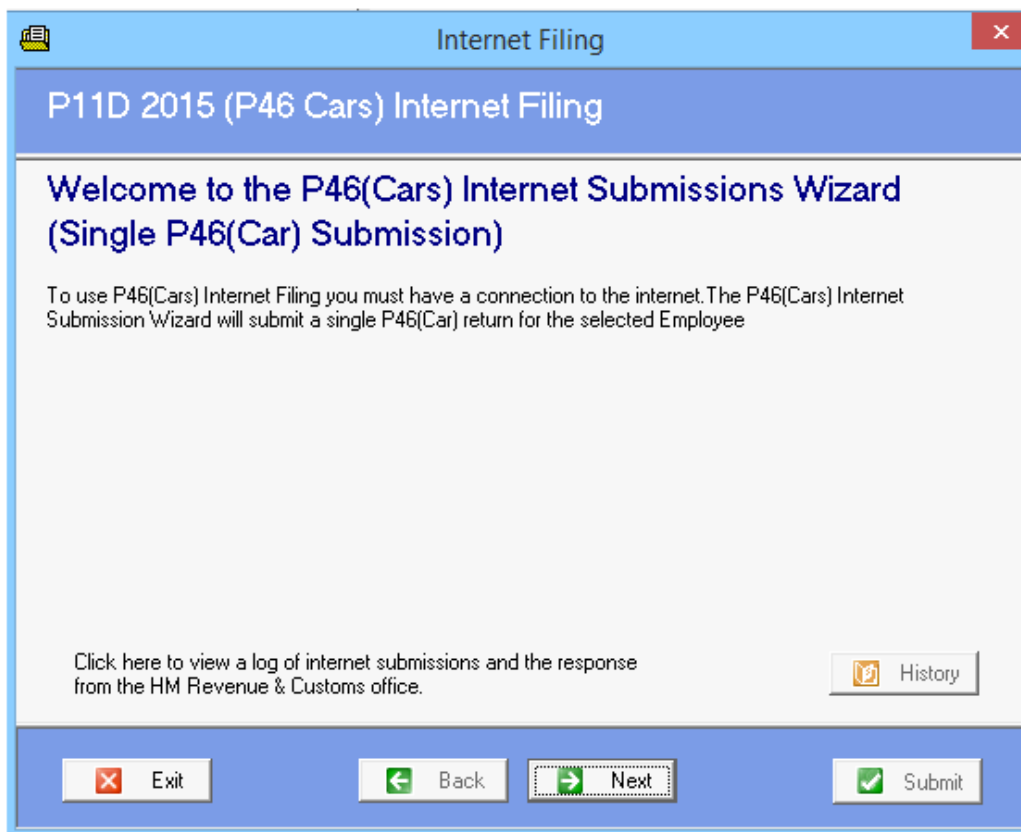
Pressing the Details button will bring up the P46 entry screen. Towards the bottom of the window is the P46 Filing button, for filing the single submission for this employee.

The screenshot shows a window titled "P46 (Car)". At the top, there is a tab bar with four tabs: "Details", "Part 1 & 2", "Part 3", and "Part 4". The "Details" tab is selected. Below the tab bar, there is a form with two main sections: "Employer's Details" and "Employee's/Director's Details". The "Employer's Details" section has three fields: "Name" (DC1 Name), "Phone No" (0161 222789), and "Ref No" (PAYE REF). The "Employee's/Director's Details" section has two fields: "Name" (Demo Person) and "NI number" (AB123456C). Below these sections, there is a section titled "Reason for P46 (Car)" with five checkboxes and their corresponding text: "We provided the employee or director with a car, which is available for private use.", "We replaced a car provided to the employee or director with another car, which is available for private use" (with a green note: "Reason 2 can only be used for online P46 (Cars) Submissions"), "We provided the employee or director with a second or further car, which is available for private use.", "The employee has started to earn at the rate of £8,500 a year or more, or has become a director.", and "We have withdrawn a car provided to the employee or director and have not replaced it." At the bottom of the window, there is a bar with five buttons: "Exit", "Back", "Next", "Print", and "P46 Filing".

To get to the Internet filing segment for filing a multiple submission you can press either the P46(Cars)- Internet Filing option under the Tools menu or the Submit P46 (Cars) button towards the bottom of the Navigation tree on the left of the screen.



Once pressed, the following screen is presented to you:



Internet Filing

P11D 2015 (P46 Cars) Internet Filing

Welcome to the P46(Cars) Internet Submissions Wizard (Single P46(Car) Submission)

To use P46(Cars) Internet Filing you must have a connection to the internet. The P46(Cars) Internet Submission Wizard will submit a single P46(Car) return for the selected Employee

Click here to view a log of internet submissions and the response from the HM Revenue & Customs office.

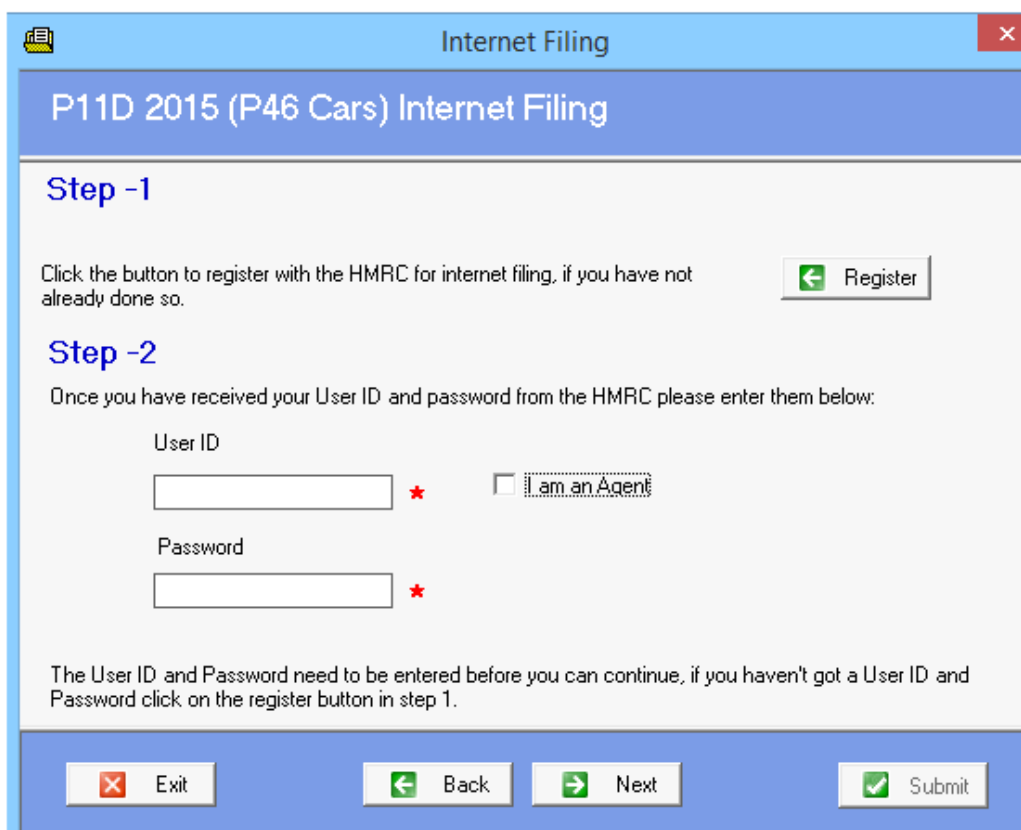
History

Exit Back Next Submit

On this screen, you can view a log containing the history of any previous P46 (cars) submissions made by pressing the History button.



Otherwise, you can press the Next button to continue with the submission.



Internet Filing

P11D 2015 (P46 Cars) Internet Filing

Step -1

Click the button to register with the HMRC for internet filing, if you have not already done so.

Register

Step -2

Once you have received your User ID and password from the HMRC please enter them below:

User ID *

☐ I am an Agent

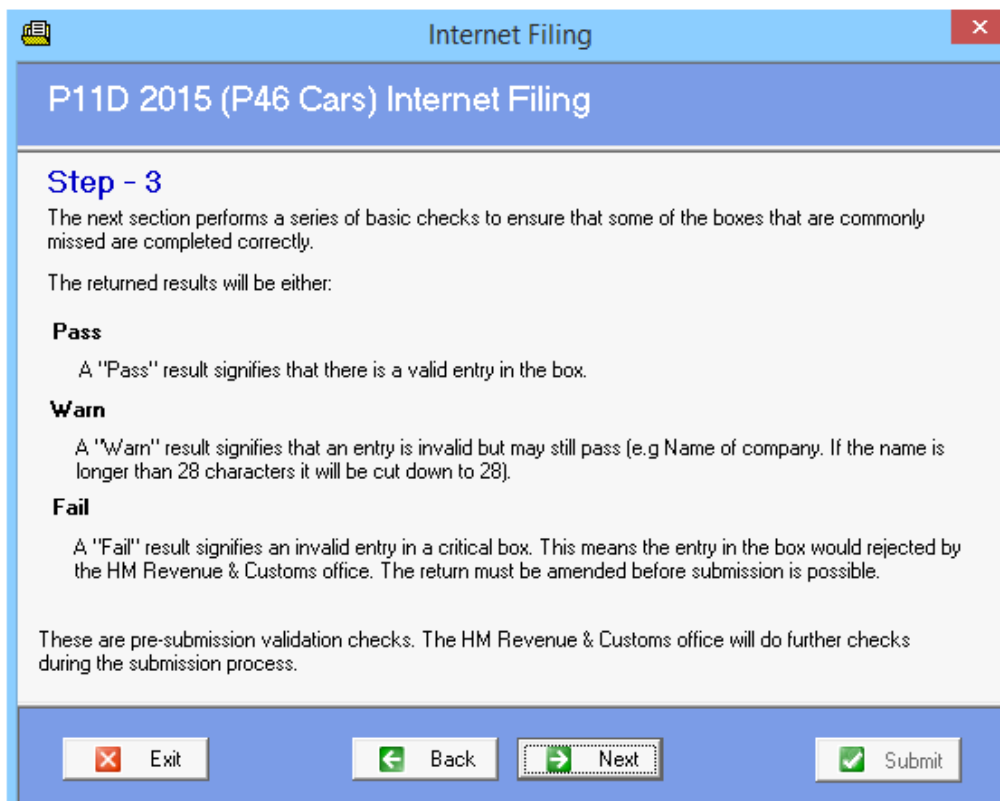
Password *

The User ID and Password need to be entered before you can continue, if you haven't got a User ID and Password click on the register button in step 1.

Exit Back Next Submit

On this screen, you will enter your Gateway credentials for filing P46 (cars)'s online to HMRC. If you have not already registered, you can press the register button to be directed to a link for registering with the Gateway.

Once the details have been entered, clicking Next will proceed to next step for submission.



Internet Filing

P11D 2015 (P46 Cars) Internet Filing

Step - 3

The next section performs a series of basic checks to ensure that some of the boxes that are commonly missed are completed correctly.

The returned results will be either:

Pass

A "Pass" result signifies that there is a valid entry in the box.

Warn

A "Warn" result signifies that an entry is invalid but may still pass (e.g Name of company. If the name is longer than 28 characters it will be cut down to 28).

Fail

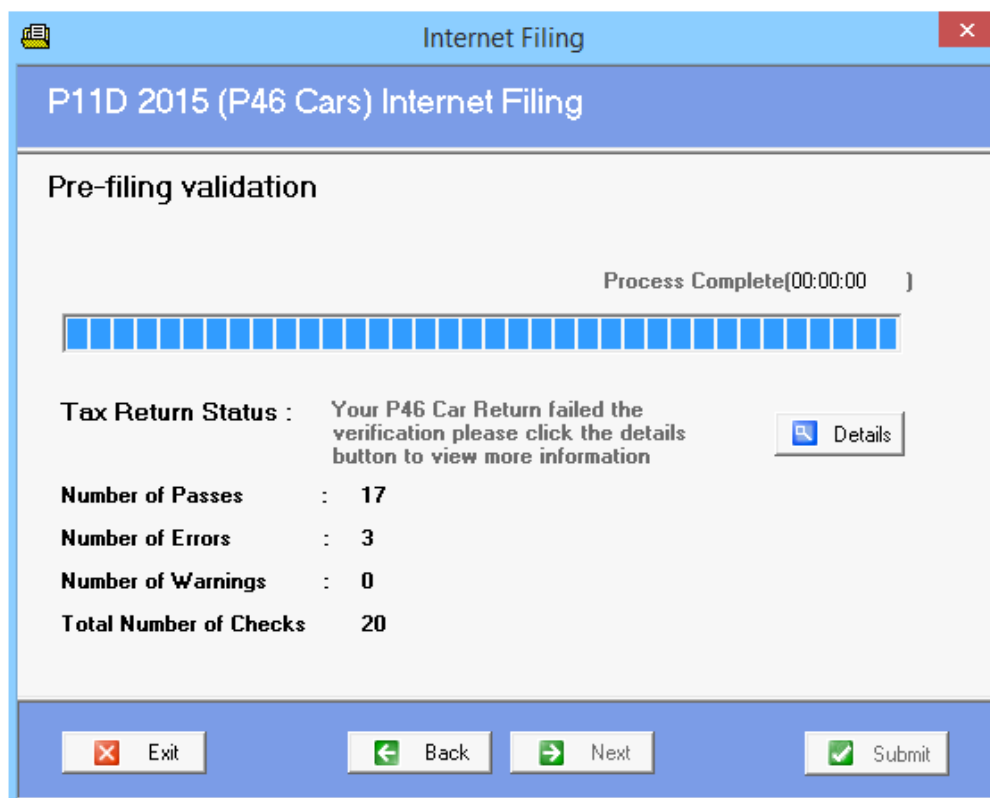
A "Fail" result signifies an invalid entry in a critical box. This means the entry in the box would be rejected by the HM Revenue & Customs office. The return must be amended before submission is possible.

These are pre-submission validation checks. The HM Revenue & Customs office will do further checks during the submission process.

[Exit](#) [Back](#) [Next](#) [Submit](#)

This screen details the Check submission results that P11D 2014 will do before a submission to HMRC can be made. This is an initial check to validate the state of the submission. Further validation checks are done by HMRC upon submission to them.

Clicking Next will run through the check and display the results.



Internet Filing

P11D 2015 (P46 Cars) Internet Filing

Pre-filing validation

Process Complete(00:00:00)

Tax Return Status :	Your P46 Car Return failed the verification please click the details button to view more information	Details
----------------------------	--	-------------------------

Number of Passes : 17


Number of Errors : 3

Number of Warnings : 0

Total Number of Checks : 20

[Exit](#) [Back](#) [Next](#) [Submit](#)

Once the check has finished, the results of the check will be displayed. If there are any Fails, you can press the Details button to see what has failed the check. You will then need to go back to the P46 entry screen and correct or amend what has been highlighted as a fail.

Internet Filing

P11D 2015 (P46 Cars) Internet Filing



Validation Information





Employee Name	Box Number	Page	Copy	Box Description
Demo Person	Reason For F	P46 Cars	1	Reason For Completing the P46
Demo Person	Fuel Type	P46 Car	1	Fuel Type
Demo Person	Date First Re	P46 Car	1	Date Car Was First Made Available

Tick/untick the boxes to choose what information is shown in the grid

☐ Pass
☒ Warn
☒ Fail

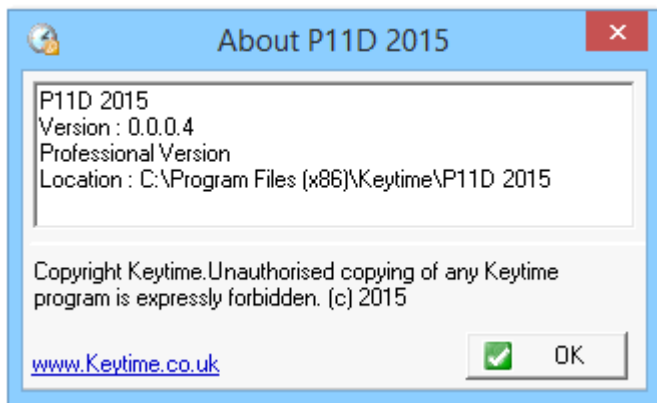
Current Status : 100%

 Return  Print

 Exit  Back  Next  Submit

Once the submission passes all of the checks, the Submit button will be available to press in order to file with HMRC.

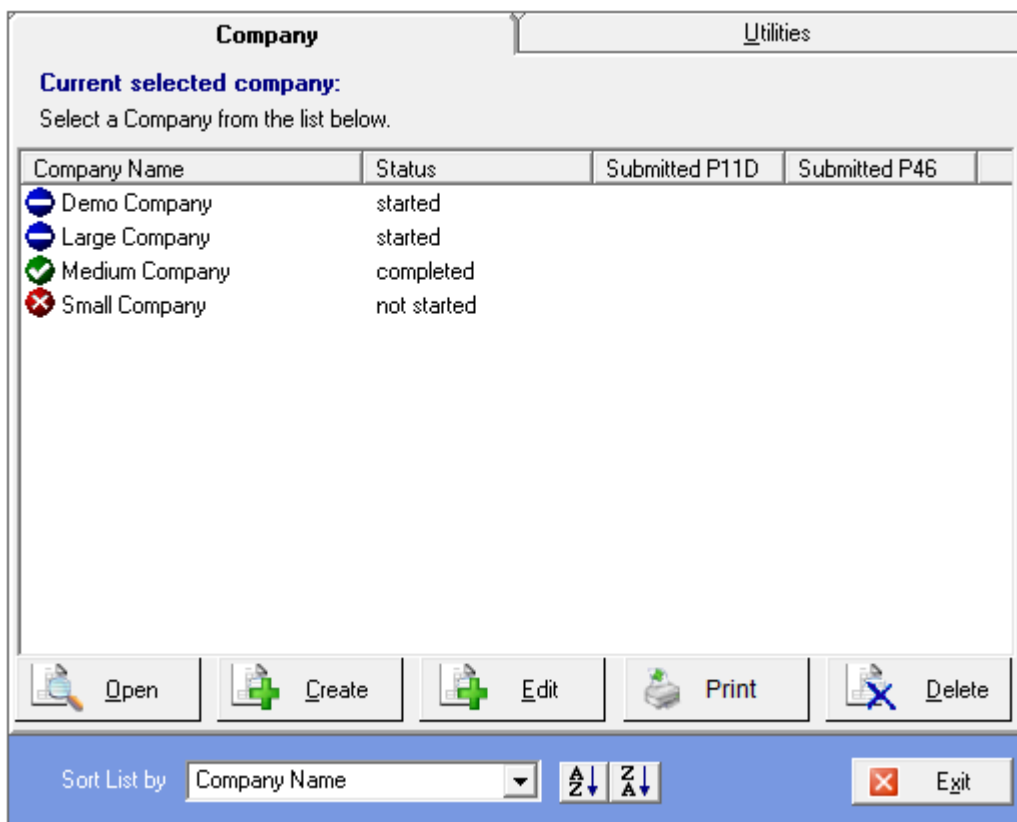
About Screen



This screen displays informative program information such as the current version number of P11D 2015. This may be useful when updating P11D 2015 in the future.

OK: Click the OK button to close the About screen.

Main Menu Screen



Company tab

Open: The open button is used to access the current employees within the current selected company.

Create: The Create button is used to create a new Company.

Edit: The Edit button is used to edit details for the currently selected company.

Print: The Print button is used to produce an Company/Employees Status report for the selected company.

Delete: The Delete button is used to delete the currently selected company, this will lose all employees within that company.

Sort List by: This is a drop-down box that allows you to select the order in which the company list is shown. It is possible to order the company list by Company Name, Status, Submitted P11D or Submitted P46.

A-Z / Z-A: Using the A-Z button will sort in ascending order, whereas using the Z-A button will sort the employee list in descending order.

Exit: This exits the P11D 2014 program

Utilities tab

Convert P11D: This option allows a P11D return from a previous year to be imported into P11D 2015.

Register P11D: This option will display the Register P11D 2015 Screen, which displays all the registration information. This displays useful information such as the maximum number of P11D returns and the current number of P11D returns that are/have been created using the program. It also displays the current version number of P11D 2015, which may come in use when updating to a more current version in the future.

Repair P11D: This option will repair the P11D database in some cases of database issues. It is advisable to contact our Support Team if you believe there are problems that would require a database repair.

Company Details Screen

Company details

Enter Company Details

Company details | Tax District

Company Name ★ Small Company

Name to be used on the P11D / P11D(b) Small Company

Company Address

Small Office

Small Street

Small Town

Smallshire

Postcode SM01 2LL

Tick this checkbox if the Company is a Trading Organisation (but not a Tonnage Tax Company) ☐ (See Booklet 480 Chapter 20)

Please enter the required company details

Cancel Next Help

Company Name: Enter the Name of the Company (this field is marked with a red star and is compulsory, therefore an entry is needed before being able to progress further with the program).

Name To Be Used on P11D/P11D(b): Enter the Company name that is to be used on all the forms.

Company Address: Enter the address of the company in the four textboxes given. Enter the postcode in the relevant textbox.

Trading Organisation: Tick if the Company is a Trading Organisation. This will then be filtered down to employee and the required sections of the P11D form.

Cancel: This returns to the Open a Company Screen.

Next: This displays the Tax District tab on the form.

The screenshot shows a software window titled "Company details". Inside, there's a tabbed interface with two tabs: "Company details" and "Tax District". The "Tax District" tab is active. At the top of the tab, a green message reads: "(There is now one Tax Office for all P11Ds. However, you are still required to enter the Tax District No.)". Below this, there are several input fields: "Tax district number" (containing "123"), "Tax district name" (containing "HMRC NIC & EO"), "Tax district Address" (a multi-line field containing "Room BP8019, Tynemouth House", "Benton Park View", "Longbenton", and "Newcastle Upon Tyne"), "Tax district Postcode" (containing "NE98 1ZZ"), "PAYE reference" (containing "A9000"), "Accounts office reference" (empty), and "P46 signature title" (empty). To the right of the "PAYE reference" field, a green note says: "(Exclude Tax Office Ref from PAYE Ref if filing online)". At the bottom of the form, a green instruction reads: "Complete required entries above". On the right side of the window, there are three buttons: "Cancel" (with a red X icon), "Finish" (with a blue square icon), and "Help" (with a blue question mark icon).

Tax District Number: This is the district number given to the tax office. This will need entering into the box.

Tax District Name: This is the name given to the tax office. This is now a populated box due to the centralising of offices but can still be overwritten should this be necessary.

Tax District Address: This is the address of the tax office. This is now a populated box due to the centralising of offices but can still be overwritten should this be necessary.

PAYE Reference: Enter the reference number for PAYE.

Accounts Office Reference: Enter the reference number for the Accounts Office.

P46 Signature Name: Enter the name for the P46 signature.

P46 Signature Title: Enter the title for the P46 signature.

Cancel: This returns to the Open a Company screen and does not save any changes that have been made within the Company Details Screen.

Finish: This saves the company details and creates a new company within the P11D program.

Create P11D Screen

Create P11D forms

Title: The title of the employee, i.e. Mr, Miss, Mrs, Ms, etc. Select from the list provided. Will need to be changed as required and helps determine the gender of the employee.

Gender: The gender of the employee, selected from a list.

First Name: The first name of the employee. (Compulsory entry).

Last Name: The employees surname/last name. (Compulsory entry).

Your Date of Birth: The date that the employee was born.

Company: This is the name of the company that the employee has been allocated to and has been automatically entered. This is not amendable.

N.I. Number: Employees National Insurance number (Not a Compulsory entry, but is advisable to enter).

Works Number/Department: This box is used for reference purposes only to identify an employee other than by name.

Director: Tick this checkbox if a director of a company.

Share Dealing: Tick this checkbox if there has been share dealing during the tax year

Create P11D forms

Enter Employee Details

Personal Details **Benefits**

Select form and enter the required number of Benefits

Accommodation	<input type="checkbox"/>	Private Medical	<input type="checkbox"/>
Assets	<input type="checkbox"/>	Relocation	<input type="checkbox"/>
Vehicles	<input type="checkbox"/>	Services supplied	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Travel	<input type="checkbox"/>
Payments made on behalf of Employee	<input type="checkbox"/>	Vouchers and credit cards	<input type="checkbox"/>
General Expenses	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
Home telephone	<input type="checkbox"/>	(Non-Qualifying Relocation Expenses, and Other Expenses)	<input type="checkbox"/>
Income Tax	<input type="checkbox"/>		
Loans	<input type="checkbox"/>		
Tax on Notional payments	<input type="checkbox"/>		
Other Benefits subject to Class 1A	<input type="checkbox"/>		
Other Benefits not subject to Class 1A	<input type="checkbox"/>		

Choose the type of form to be completed by clicking on the relevant option.

Cancel Finish Help

Forms Checkbox: This is the first box to the right of each page name. Tick the checkbox for each page to be included within the P11D

Copies Number Textboxes: This is the second box to the right of each page name. Enter in the box the number of copies required for each benefit/expense.

Cancel: This returns back to the main menu and all changes will be lost.

Finish: This saves all details from the Create P11D Screen and creates a P11D from this information.

Web Links

World Wide Web Links

Keytime Web Link

 The Keytime website contains the latest information and updates for P11D 2015. Information about other products in the Keytime Accountants Suite range such as Keytime Payroll, Keytime Client Manager, Keytime Tax Professional and Keytime Corporation Tax. Our website also contains the latest feedback from our customers.

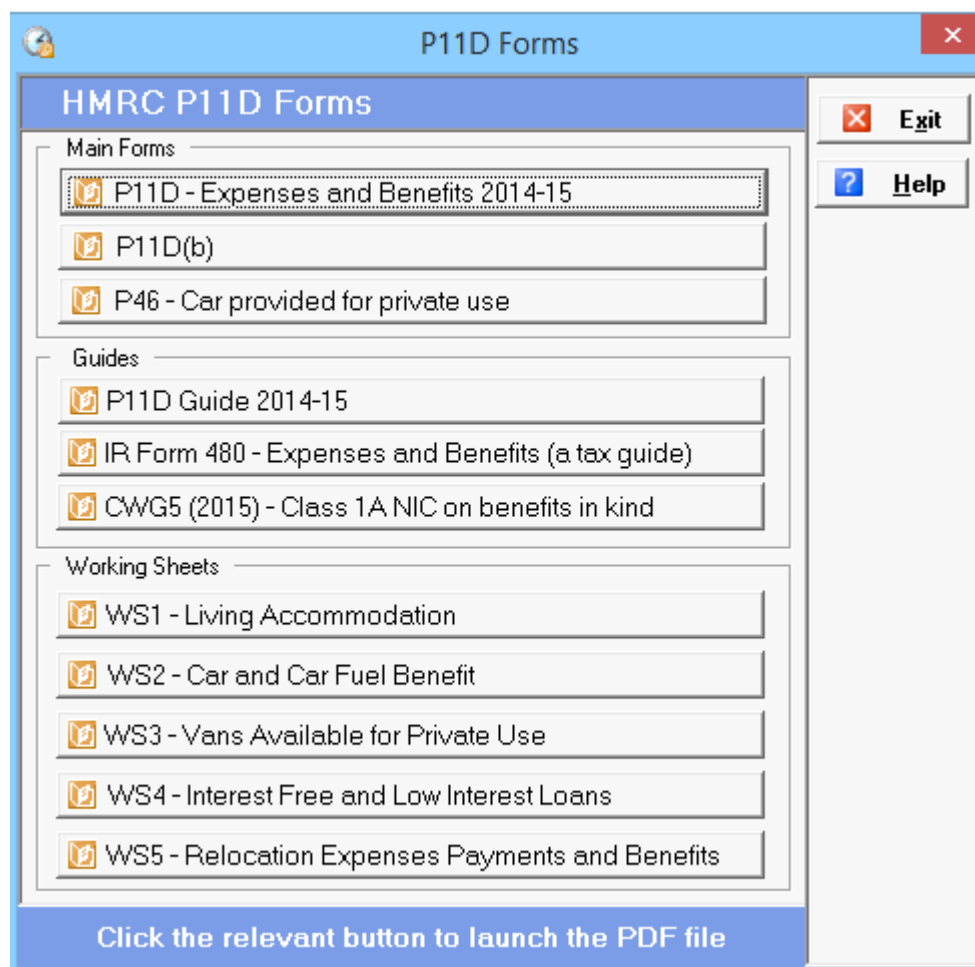
www.Keytime.co.uk

Exit

The World Wide Web Links screen is a quick method of accessing the Keytime website. Double-click the Keytime link to open up the website in your web browser.

Exit: This closes the World Wide Web Links Screen.

Additional Information (Library)



It is possible to access and print the Official HMRC forms this can be found under the library option on the main toolbar. In order to view any one of these forms double-click the relevant selection you wish to view and this will open the form using Adobe Acrobat.

P11D: This displays a copy of the P11D form for employees/directors.

P11D(b): This displays a copy of the P11D(b) form for employers.

P46: This displays a copy of the P46 form – Car provided for the private use of an employee or director in 2014-15. This form is completed on the fuel and car fuel benefits form within the P11D 2014 program.

P11D Guide 2014-15: This displays a copy of the P11D Guide form for 2014-15 – This brief guide will help you complete:

Form P11D – Return of expenses payments and benefits

Form P11D(b) – Return of Class 1A National Insurance contributions.

IR Form 480: This is a tax guide to Expenses and Benefits that gives more in depth information into filling in the P11D returns.

CWG5 Form: This is a guide for employer's covering Class 1A National Insurance contributions on benefits in kind.

WS1 – Living Accommodation: This working sheet is required to calculate the cash equivalent if you provided living accommodation for a director or an employee during the year 2014-15 (that is 6 April 2014 to 5 April 2015).

WS2 – Car and Car Fuel Benefit: This working sheet is required to calculate the cash equivalent for each car made available to a director or an employee who earned at a rate of £8,500 a year or more during the year 2014-15 (that is 6 April 2014 to 5 April 2015).

A separate form is needed for each car provided to the director or employee during 2014-15.

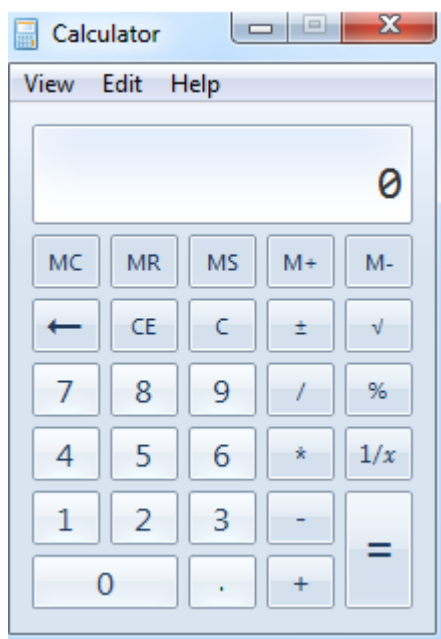
WS3 – Vans Available for Private Use: This working sheet is required to calculate the cash equivalent if you provided a van which was available for private use by a director or employee who earned at a rate of £8,500 a year or more during the year 2014-15 (that is 6 April 2014 to 5 April 2015). This form has been redesigned for the new van benefit rules from 6 April 2013.

WS4 – Interest Free and Low Interest Loans: This working sheet is required to calculate the cash equivalent if you provided interest-free or low interest loans for a director, or an employee who earned at a rate of £8,500 or more during the year 2014-15 (that is 6 April 2015 to 5 April 2015).

WS5 – Relocation Expenses Payments and Benefits: This working sheet is required to calculate the cash equivalent if you provided relocation expenses payments and benefits for a director or an employee who earned at a rate of £8,500 a year or more during the year 2014-15 (that is 6 April 2014 to 5 April 2015).

Tools Calculator

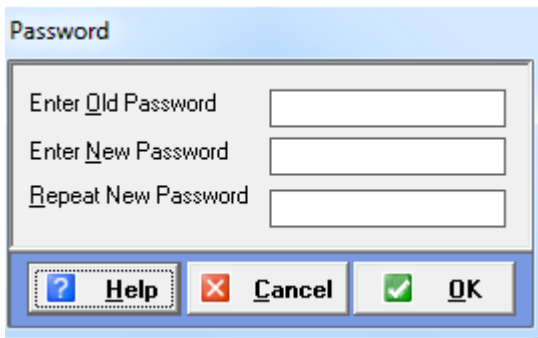
To load the calculator, choose Tools from the menu titles and the select Calculate the drop-down menu.



If you need help in using the calculator, please refer to the Windows help. Once you have arrived at the answer you require, choose Edit, Copy from the Calculator menu, or press Ctrl+C. This will copy the result to the Windows clipboard. Now return to Tax Return by closing the calculator, clicking on the Windows task bar icon, or clicking on any part of the Tax Return window.

To paste the result, make sure that the cursor is on the required currency field and choose Edit, Paste from the menu, or press Shift+Ins. The value should appear in the field.

Password Screen



This facility allows a password to be set for extra security, or changing an existing password. This password will be required each time that P11D 2015 is launched.

Note - the password is case-sensitive.

To Set up a Password for the First Time

1. Do not enter any information in the Old Password textbox as there is no password currently set-up.
2. Enter a new password into the New Password textbox. Note that the password is case-sensitive and must be entered in the same case each time it is required. For this reason it is usually the best case to enter the password in all lower-case.
3. Enter the same password in the Repeat New Password textbox in the same case as was entered in step 2.
4. Click Ok to finish setting up the password, or click Cancel to close the password screen without saving the password.

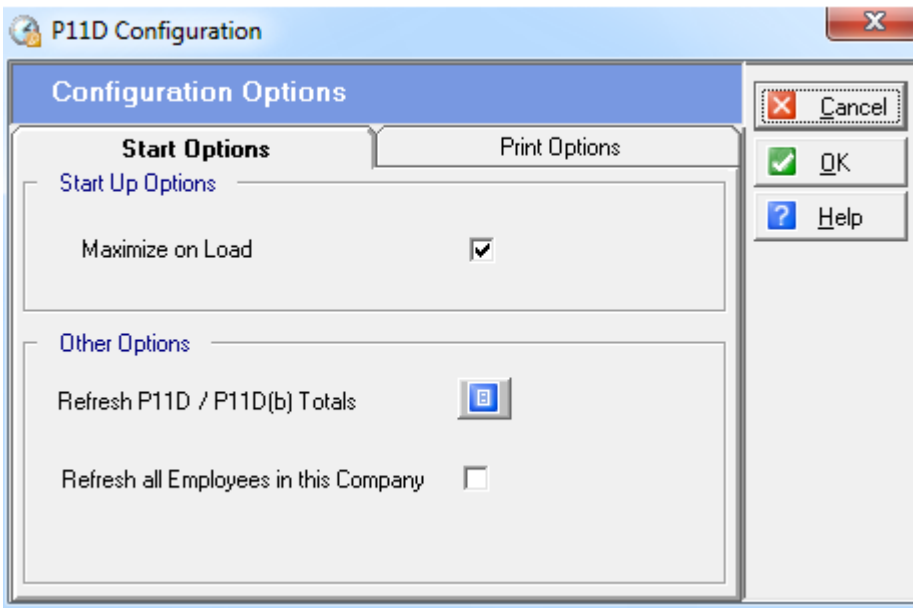
To Change an Existing Password

1. Enter the existing password in the Old Password textbox.
2. Enter a new password into the New Password textbox. Note that the password is case-sensitive and must be entered in the same case each time it is required. For this reason it is usually the best case to enter the password in all lower-case.
3. Enter the same password in the Repeat New Password textbox in the same case as was entered in step 2.
4. Click Ok to finish setting up the password, or click Cancel to close the password screen without saving the password.

To Remove the Password

1. Enter the existing password in the Old Password textbox.
2. Leave the New Password textbox blank.
3. Leave the Repeat New Password textbox blank.
4. Click Ok to finish removing the password, or click Cancel to keep the existing password.

Configuration Screen



Start Up Options

Maximize on load: Tick this checkbox for the program's window to automatically maximize to fill the screen when loaded.

Print Options

Order by: Allows you to sort by either Name or Works No. when printing from P11D

Report Options

Print/Preview report in: Allows you to select where to send print/previews of P11D reports to from a choice of 3 options:

- Print – Sends the reports directly to the default printer
- PDF File – Prints the reports to PDF (The default export location of PDF files is C:\Program Files\Keytime\P11D 2015\PDF)
- Both – Sends the reports both to the default printer and also creates a PDF file.

P11D/P11D(b) Totals

Refresh P11D / P11D(b) Totals: Refreshes any values in Totals boxes on both the P11D P11D(b) forms:

Refresh all Employees in this Company: Refreshes any Employees that have been created in a company.

Cancel: This closes the P11D Configuration Screen.

OK: This Saves the settings and closes the P11D Configuration Screen.

Help: This displays the Help file regarding the P11D Configuration Scree