



COMPANY NAME: \_\_\_\_\_

2011 P11D Checklist

- Note that 'employee' in this checklist refers to (1) any director irrespective of how much they earn (2) any employee earning more than £8500 (3) a family member of either (1) or (2).
- All payments relate to the year from 6<sup>th</sup> April 2010 to 5<sup>th</sup> April 2011.
- If you have any queries about the checklist, please contact us at this office.

ITEM	Y/ N	INFORMATION REQUIRED IF ANSWERED 'YES'
Did the company pay mileage for use of a personal car in excess of the Fixed Profit Car Scheme rates of 40p per mile for the first 10,000 miles and 25p thereafter?		Details of amounts paid in excess of Fixed Profit Car Scheme rates and the number of business miles.
Did the company provide cars to employees or change cars in the year?		Please speak to us.
Did the company provide fuel for either a company or a personal car?		Details of the amounts paid, the number of business miles travelled, the type of fuel and the engine size of the car.
Did the company provide a van to an employee that they could take home or were changes of vans made in this year?		Please speak to us.
Did the company provide interest free or low interest loans, including overdrawn directors accounts (i.e. did any employee or director owe money to the company)?		Please supply details of loans to employees in excess of £5,000.
Did the company pay for any medical treatment or private medical insurance for employees?		Details of the type of treatment / insurance and the amount paid.
How much did the company reimburse any employee for entertainment, travel & subsistence (other than provision of cars), business use of telephone in employee's name or other office expenses?		Please supply full details of payment including VAT.
Were assets, such as cars, computers or other goods given or sold to any employee?		The market value of the goods provided/sold and the amount paid for them by the employee.
Were personal payments made by the company on behalf of the employee e.g. school fees, membership fees of non business clubs, personal phone calls?		Please supply full details of payment including VAT to us.
Did the company provide a credit card for the employee to use or pay the employee's own credit card bill?		Please supply full details of payment including VAT to us.
Has living accommodation been provided for by the company to any employee?		Please speak to us.
Did the company pay towards expenses to an employee for moving house?		Please speak to us.
Did the company provide any services to an employee free of charge or at a reduced rate?		Please speak to us.
What assets, e.g. computers, motorbikes etc, did the company lend to the employee for their own personal use?		Please speak to us.
Have there been any share related benefits for an employee?		Please speak to us.
How much did the company pay towards business subscriptions or professional fees for any employee?		Details of the payment, including VAT if applied, and details of the membership. Some memberships are not taxable.
Any other items provided to, or paid on behalf of, an employee.		Details of the item and amount paid, including VAT. Was this an expense for the business?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_