



# P11D

# Checklist

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**YEAR ENDED 5 APRIL 2019**

**ALL AMOUNTS PROVIDED SHOULD BE INCLUSIVE OF VAT**

<b>Details of employee:</b>	Name Date of birth National Insurance number Are they a Director?
<b>Personal tax return fees paid by the company:</b>	Amount paid
<b>Assets transferred to employee:</b>	Description of asset Market value at date of transfer Amount made good
<b>Payments made on behalf of employee:</b>	Description of payment Amount paid Amount made good
<b>Vouchers:</b>	Description of vouchers Value of vouchers Amount made good
<b>Living accommodation:</b>	1973 gross rating value of property Rent paid (if applicable) Market value of property Details of other expenditure on property paid by company
<b>Mileage allowance:</b>	In excess of 45p a mile for first 10,000 miles and 25p a mile thereafter
<b>Company car:</b>	Make and model Registration number Date of first registration Period available to employee Fuel type Engine size List price of car, when new Price of additional accessories CO2 emissions (g/km) Contributions by employee for private use Capital contributions by employee Is fuel provided for private use?

<b>Company van:</b>	Period of availability Is fuel provided for private use? Is the van available for private use, other than normal commuting?
<b>Interest free and low interest loans: (Includes overdrawn DLAs)</b>	Reason for loan Amount of loan Dates loan provided/repaid Amount of interest paid Maximum amount outstanding in year Amount of any loan written off
<b>Services supplied to employee:</b>	Description of service Contract in name of employee or employer? Amount paid Amount made good
<b>Assets available for private use:</b>	Description of asset Period of availability Market value of asset when first available Amount paid if rented or hired Contributions by employee
<b>Relocation expenses:</b>	Date of relocation Places relocated from and to Description of expenses Amount paid Amount made good
<b>Company credit cards</b>	Company cards provided to employees Amounts and details of expenditure on company credit card

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**Miscellaneous expenses:**

Professional fees and subscriptions,  
please provide full details

Private medical insurance

Travel and subsistence

Entertainment

Home telephone expenses

Line rental

Calls

Private mobile telephone expenses

Rental

Calls

Any other expenses