

**P11D AIDE-MEMOIRE
YEAR ENDED 5TH APRIL 2023**

Name of Company:

This aide-memoire should be completed for each director and all employees (where applicable) and all figures should be VAT inclusive (where applicable)

Name of employee

Employee's NI No.

1 MOTOR VEHICLES PROVIDED BY THE EMPLOYER

	Vehicle 1	Vehicle 2 (if applicable)
Make and model		
Date first registered and registration number		
Dates available [from - to]		
Manufacturers list price [including accessories]		
Engine size		
Was private fuel provided?		
If yes, does the employee reimburse all private fuel?		
Is the vehicle petrol, diesel or electric?		
Electric mile range for P11D purposes		
Co2 emissions rating per registration document		

2 VANS PROVIDED BY THE EMPLOYER

- To be completed if the van is used outside of work for non-business activities

Date first registered and
registration number

Dates available [from - to]

Is the vehicle fully electric?

Yes ☐ No ☐

Was private fuel provided?

Yes ☐ No ☐

If yes, does the employee reimburse
all private fuel?

3 MILEAGE CLAIMS FOR PRIVATELY OWNED VEHICLES

Number of business miles completed
by employee

Total paid

4 BENEFICIAL LOANS

- If total loans made by the employer to an employee during the year
exceeded £10,000, please complete.

Date loan made available

Loan outstanding at 06.04.22

Loan outstanding at 05.04.23

Maximum outstanding in the year

Amount of interest paid, if any

5 LIVING ACCOMODATION

Please provide details of any accommodation the company provides to a director or employee

6 EXPENSE PAYMENTS

- Amounts paid by employer to employee for:

	Amount received	Business element
Home telephone/broadband: line rental (provision of one mobile phone is exempt)		
Home telephone: calls		
General expense allowance		
Subscriptions and professional fees		
Private medical insurance (not reimbursed)		
Purchase of non-business items by company credit card		
Purchase of non-business items by cash, cheque, bank transfer		

- The following expenses do not have to be reported if the company pays back the employees' actual cost or at a special rate approved by HMRC

Amount paid by employer for entertainment		
Amount paid by employer for travel and subsistence		
Amount paid by employer for uniform and tools for work		

7 ASSETS TRANSFERRED

Please provide details, if any, of the company's assets that have been transferred (cars, computers etc.) to a director or employee as a gift or sale at less than market value

8 WORKING FROM HOME

Please provide details if the company has reimbursed a director or employee for use of home as an office

9 EMPLOYER SUPPORTED CHILDCARE

If the company provides childcare vouchers or make direct payment to a childcare provider, please provide details of payments in excess of their weekly tax-free limit.

10 OTHER BENEFITS

- Any other benefits given to or expense payments made to or paid on behalf of the employee by the company. e.g., spouse/partner expenses on business trips, late night taxis, excessive staff entertaining, relocation expenses, vouchers provided, expense payments using non-standard calculation method, qualifying relocation expenses, services supplied and assets placed at the employee's disposal etc..

Item / Description	Value

11 TERMINATION AWARDS

If the company has paid termination payments (e.g., redundancy, ex-gratia, gift of asset etc) which amounted to over £30,000, please specify the amount paid/cash value

12 DECLARATION

- I certify that this P11D questionnaire has been completed to the best of my knowledge and understand that the information provided will be used for the completion of forms P11D.

Signed

Position

Date