

You should be aware if you receive your P60 on YourHR you will not be able to access these should you leave the organisation. Therefore, you may wish to save these to a personal file location

## P60 End of Year Certificate

**Do Not Destroy**

Employee's National Insurance Number				

Employer PAYE Reference	Year to 5th April

**This is a printed copy of an eP60**

Employee's surname in CAPITAL letters	First two forenames

Employer's full name and address
Aberdeen City Council 4th Floor West Marischal College, Broad Street Aberdeen AB10 1AB

National Insurance contributions in this employment					
NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT	
£	£	£	£	£	P

Employee's private address
Employee's works/payroll number

**Statutory Payments** included in the pay 'in this employment' figures below.

Statutory Maternity Pay	Statutory Paternity Pay	Statutory Shared Parental Pay	Statutory Adoption Pay
£	P	£	P
£	P	£	P

Employee's Pension Contributions in this employment

£
---

Total for Year		Previous Employment(s)		This Employment *	
Pay	Tax deducted	Pay	Tax deducted	Pay	Tax deducted or refunded 'R' indicates refund
£ **	£	£	£	£	£

\* This is your gross pay, less any Superannuation contributions we have allowed against your tax. Use this figure for your Tax Return, if you get one.

\*\* This is your taxable pay you need to add pension contribution and AVC to this to get your gross salary.

To the employee: Please keep this certificate in a safe place. You will need it if you have to fill in a tax return, make a claim for tax credits or to renew your claim.

You can also use it to check that your employer is deducting the right rate of National Insurance contributions for you and using your correct National Insurance Number.

**By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.**

Certificate By Employer/Paying Office: This shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay or Statutory Adoption Pay is included.

Final tax code	Week 53 Payments indicator
Student Loan Deductions in this employment (whole £s only)	
£	

**If you change your address please advise HM Revenue & Customs**

**P60(Substitute)(ACC)**