

P11D SERVICE

Introduction

By law, at the end of each tax year you must give HM Revenue and Customs particulars of any expenses payments, benefits and facilities provided to each employee or director (including members of a directors or employees family or household). These must be reported on forms P11D or P9D. In certain cases Class 1A National Insurance contributions are payable on the value of the benefits declared, and this must be calculated and declared on form P11D(b).

Examples – Note this is not an exhaustive list.

• Assets transferred to employees and directors	• Interest-free or low interest loans (including overdrawn Directors Loan Accounts)
• Payments made on behalf of employees & directors	• Private medical insurance
• Vouchers and credit cards provided	• Assistance with relocation expenses
• Living accommodation	• Assets placed at the disposal of employees and directors (e.g. Computers used at home)
• Mileage allowances which exceed HM Revenue and Customs approved rates	• Reimbursed business expenses (not covered by an HM Revenue and Customs dispensation).
• Any cars provided to employees and directors	• Childcare costs (in some circumstances), please contact me if you pay such costs on behalf of your employees (including directors).
• Vans provided for private use to employees and directors	• Services supplied to the employees and/or directors at a reduced rate

P11D – Our Service

Within the service, we will undertake the following:-

- Ascertain with you what needs to be reported on the forms.
- Give advice in connection with the forms, expense payments and benefits generally.
- Perform the calculations necessary to establish the benefit charges to be declared on the forms and complete forms P11D or P9D as necessary.
- Calculate any Class 1A National Insurance due and complete form P11D(b).
- Advise you of relevant deadlines and monitor your position in relation to meeting them.
- Submit the forms P11D, P9D and P11D(b) online after your approval of them.

P11D – Our Fixed Fees

Number of benefits	First Form P11D & P11D(b)	Subsequent Forms P11D (each form)
1 – 4	125.00	60.00
5 – 7	160.00	80.00
8 – 10	190.00	95.00
11 +	POA	POA

Section 336 expenses claim letter for expenses incurred wholly, exclusively and necessarily in the performance of the employee or directors duties	25.00 per letter
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P11D Dispensation

When directors or employees pay for business expenses personally and then claim for them to be reimbursed from their company/employer, these need to be declared on forms P11D and then subsequently claimed as incurred wholly, exclusively and necessarily in the performance of their duties on their personal tax returns, in order to avoid a personal tax charge on them. To avoid this, a HMRC Dispensation can be applied for using form P11DX. Such a dispensation would mean certain expenses would no longer have to be declared on forms P11D and there would be nothing for the director/employee to do on their personal tax return. This is a one off exercise and provided it is successfully approved could potentially remove the need to complete forms P11D.

We offer a fixed fee service for the application process as follows:-

Service	Fixed Fee
Completion, forwarding to you and onward submission of form P11DX	95.00
Dealing with any HMRC enquiries resulting from the application (only if required)	175.00