

P60 Example

P60 End of Year Certificate

Tax year to 5 April **2021**

To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits or to renew your claim.
It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.
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.
HM Revenue & Customs

The figures marked * should be used for your tax return, if you get one

Employee's details

Surname: JAMES
Forenames or initials: SALLY ANNE
National Insurance number: NH000000F
Works/payroll number: 12345

Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)		0.00		0.00
In this employment	*	37400.00	*	4690.68
Total for year		37400.00		4690.68

Final tax code: 1250L

National Insurance contributions in this employment

NIC table letter	Earnings above the Lower Earnings Limit (LEL) (where earnings are equal to or exceeding 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
A	6240	3260	27900	3348.00

Statutory payments

	£	p
Statutory Maternity Pay	0.00	
Statutory Paternity Pay	0.00	
Statutory Shared Parental Pay	0.00	
Statutory Adoption Pay	0.00	

Other details

Student Loan deductions in this employment (whole £s only): 972

Your employer's full name and address (including postcode):
JOLLY LITTLE CO LIMITED
UNIT 12
THE INDUSTRIAL ESTATE
NICE TOWN
GORGEIOUS COUNTY
PE76 9HU

Employer PAYE reference: 120 / K78564

Certificate by Employer/Paying Office:
This form 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.

P60 (2020-21) Do not destroy

Universal Credit

We need to see your most recent Universal Credit Statement to process your application. We need to see the Full Universal Credit Breakdown, which is normally 4-5 screenshots. Make sure it contains your name, the payment date, any income from your employer and the total Universal Credit amount.



Assessment period: 13 August to 12 September 2020

Your payment this month is

£1,530

This will be paid by 8pm on 19 September 2020

What you're entitled to

Standard allowance £594.04
You get a standard amount each month. You said you're in a couple

Housing £452.17
You said your rent is £341.25 per month, and you pay £129.00 in service charges.

Housing £452.17
You said your rent is £341.25 per month, and you pay £129.00 in service charges.
You have 2 rent free weeks a year, so for our calculations we adjust your rent to £326.12 and your service charges to £124.04.
You will have to pay your housing to your landlord.

Children £752.91
You get support for 3 children

Limited capability for work and work-related activity £341.92
You said your health affects you at work or prevents you from working

Total entitlement before deductions £2,141.04

What we take off (deductions)

What we take off (deductions)

Take-home pay - £432.39
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by your employer: £978.34

The amount we'll use to work out your Universal Credit is £978.34

The amount we'll use to work out your Universal Credit is £0.00

The total take-home pay for neil anthony tinsley and charlotte rebecca louise

norman this period is £978.34

The first £292.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 63 pence.

Advance Payments - £67.67
We take £67.67 off your payment to pay back your advances.
[Check what advances you've had and what you owe.](#)

Debts and loan repayments

Other DWP benefits recovery - £19.54
Tax Credits recovery - £19.54
Budgeting or crisis loan repayment - £71.46

Call 0800 916 0647 to find out more about your debt and loan repayments

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norman this period is £978.34

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Total deductions - £610.60

Your total payment for this month is £1,530.44

If your circumstances change
You must immediately report changes in your circumstances that could affect your Universal Credit payments.

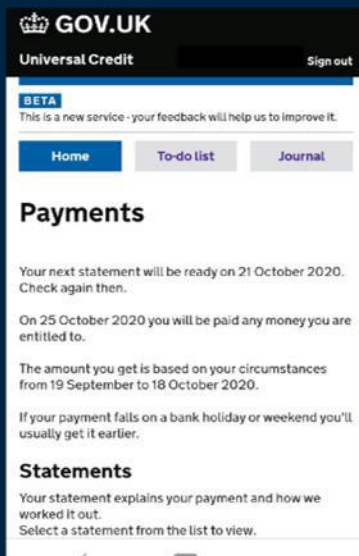
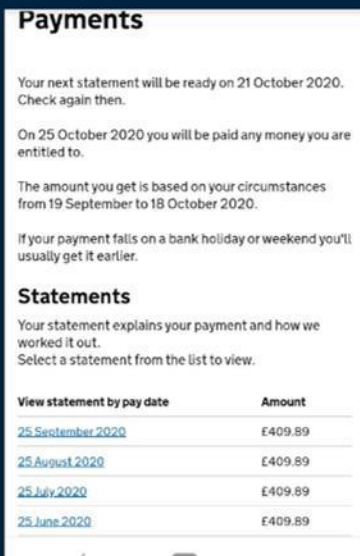
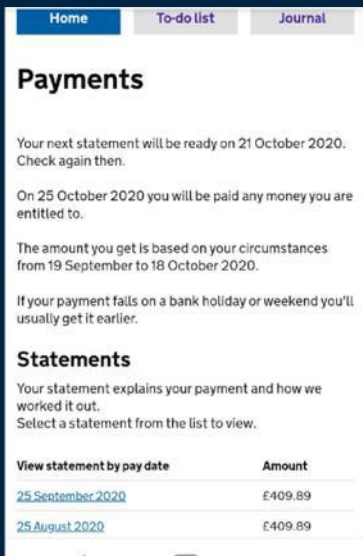
Help and support

If you think we've made a mistake or want to appeal +

Other support you may be able to get +

Contact Privacy Cookies Accessibility

Please don't send us screenshots of the to do list or journal as this is incorrect and won't be accepted.



Tax Credit Award Notice Document

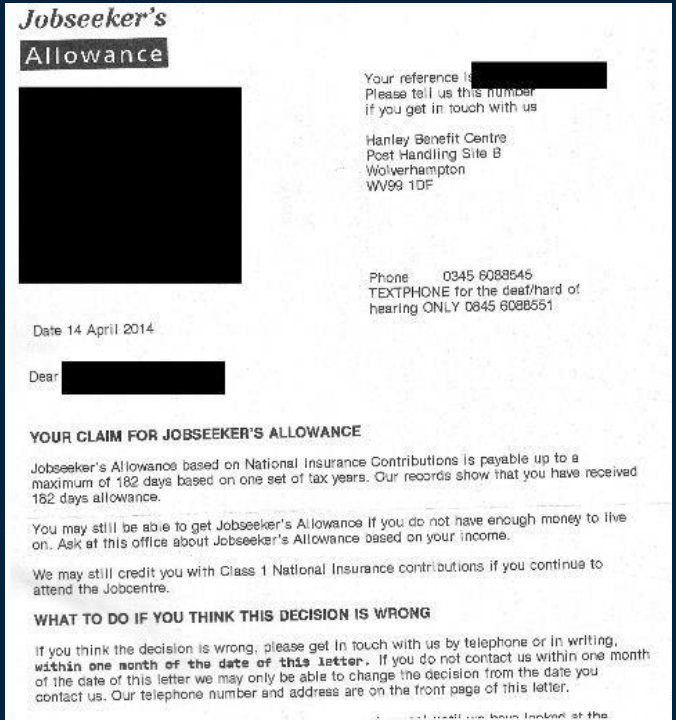
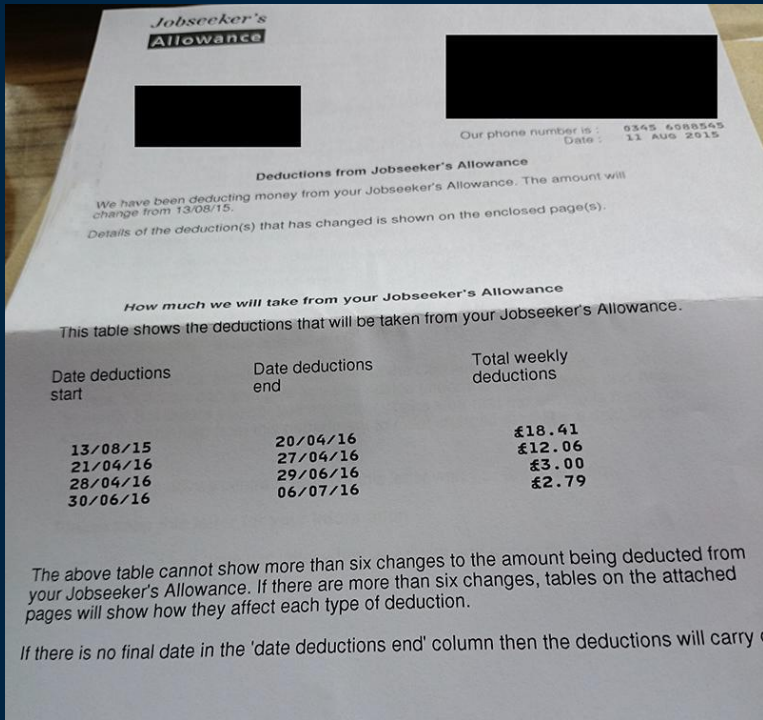
We need to see **all** pages of the latest Tax Credit Award Notice for 2024/25 as this will show any income for 2023/24 or which benefits you are in receipt of. This is normally dated after 5th April 2024 and is 4-6 pages long.



Benefits

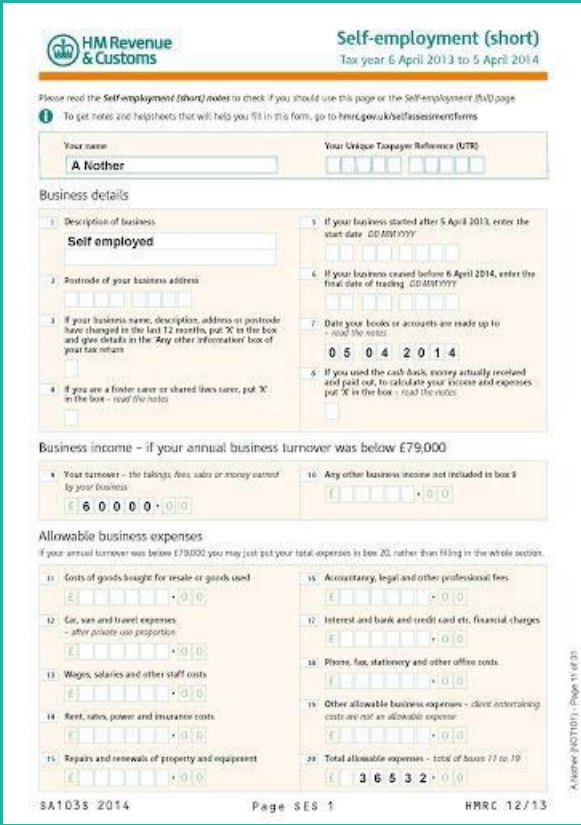
If you or anyone in your household is receiving benefits, we will need to see a letter that is dated within the last 3 months. If the letter is older, you will need to upload a recent bank statement showing the relevant benefits going into the account.

We can accept the following means tested benefits: Job Seekers Allowance (JSA), Employment Support Allowance (ESA) and Income Support.



Self-Employment

When uploading evidence of self-employment you will need to provide us with the latest Tax Return that you have sent to HMRC or a Statement of Accounts from an Accountant. If you are uploading a Statement of Accounts these need to look official ideally on headed paper or a company stamp with Name and Address of the company. We will need to see the entire document showing the income for the year. We are usually looking for the gross Profit figure on self-employment documents



Mr W Xang Income statement for the year ended 31 December 20X6		
	\$	\$
Sales revenue		33,700
Cost of sales:		
Opening inventory	3,200	
Purchases	24,490	
	27,690	
Less: Closing inventory	(2,390)	
		(25,300)
Gross profit		8,400
Wages	3,385	
Rent	1,200	
Sundry expenses	365	
		(4,950)
Net profit		3,450

P45

If anyone in your household has left their job you can provide us with their P45. We can accept this if the leaving date is close to the time of application as this shows they may still be waiting on a new job or claim on benefits. However, if the leaving date is about 4 or more months away, we will need to see other income evidence.

HMRC

Details of employee leaving work
Copy for employee *

P45
Part 1A

1 PAYE Reference	Office number	Reference number			
	834	M6115			
2 Employee's National Insurance number	EW	43	65	43	A
3 Surname	MCGONAGLE				Mr
First name(s)	WILLIAM ALEXANDER				
4 Leaving date	Day	Month	Year	5 Continue Student Loan Deductions (Y)	
	07	09	2007	Week 1 or Month 1	X
6 Tax Code at leaving date ² (in the box means Week 1 or Month 1 basis applies)	Code 522L				
7 Last entries on Deductions Working Sheet (P11) <small>If there is an 'X' at item 6 there will be no entries here.</small>	Week or month number	23			
	Total pay to date	£	9356,00	P	
	Total tax to date	£	1435,12	P	
8 This employment pay and tax. <small>If no entry here, the amounts are those shown at item 7.</small>	Total pay to this employment	£	9356,00	P	
	Total tax to this employment	£	1435,12	P	

*** To the employee** **Detach this Part 1A and keep it safe**
Copies are not available

This form is important to you, so take good care of it. You may need the information shown on Part 1A when completing any Tax Return you are sent at the end of the tax year. Please also read the notes on Part 2 attached to this Part 1A. Those notes give some important information about what you should do next and what to do with Parts 2 and 3.

Employer's name, address, and Postcode

Flywheel & Driftwood
28 Norway Rd
London
W13 4TG

To the new employer

If your new employer gives you Parts 1A, 2 and 3 of this to the employee. Deal with Parts 2 and 3 normally.

Asylum Seekers

If you are an Asylum Seeker you will need to upload the below evidence:

- G4S / Serco Document and Your Home Office Letter
- ARC Card and Aspen Card



Ready to Apply?

If you have all your Household Income Evidence ready, take a photo and start your application.

Visit: apply.nottinghamcollege.ac.uk/Page/U_StudentFinance



Log into your account with the same username and password you used to apply for your course.

Look out for the Piggy Bank icon on your Learner Hub Dashboard.

Fill out the application and upload your images.

That's it, you should receive an email shortly afterwards letting you know the application has been submitted. You can check the progress of your application by logging back into **your account**. We process all applications in date received order. We do receive a large amount of applications so it may take a few weeks for us to get back to you, however during peak times this may take longer.

Still need help? Email us via Student.Finance@nottinghamcollege.ac.uk