

P11D Expenses and Benefits Questionnaire - 2016-17

Company name

Employee/Director name

NI Number

Date of Birth

Please Indicate

To be completed for (1) all Directors and (2) employees earning over £8,500 per annum (including expenses and benefits) where there are expenses reimbursed which are not covered by the HMRC exemptions and/or Benefits in Kind provided, including Benefits in Kind provided to others by reason of the employment of the Director/employee (e.g. spouses, children etc.).

Please note that all amounts entered should be inclusive of VAT

Please answer all of the questions even if you believe the information has already been supplied, this will enable us to submit the correct information to HM Revenue and Customs on time.

Does the business only reimburse expenses that are exempt from disclosure? (e.g. business travel, entertainment, uniform and tools for work)

Benefits can be reported in several different sections of the P11D, depending on whom the contract is between.

The 3 situations are:

- | | |
|---|--|
| 1 | The contract is with the employee and provider, and the employer makes a payment on behalf of the employee direct to the provider. |
| 2 | The contract is with the employee and provider, and the employer reimburses the employee. |
| 3 | The contract is with the employer and provider, and the employer makes a payment direct to the provider. |

1 Company Car

Does the company provide a company car for the director/employee?

If YES, and we do not already have this information, please complete the form attached to this questionnaire.

Please provide a copy of the purchase invoice/lease agreement and vehicle registration document if available.

2 Company Car Mileage Allowances & Fuel

Has the company paid mileage allowances or actual fuel costs to the director/employee using a company car?

If YES, please confirm the following:

Business mileage _____
Mileage rate used _____
Amount paid £ _____

How does the company reimburse the director/employee?

Has a company fuel card been provided to purchase fuel?

If YES, please confirm total cost of fuel purchased using the fuel card £ _____

Has the director/employee reimbursed the company for the private mileage?

3 Company Van

Does the company provide a van for private use?

Is the van shared with other employees?

If YES to either, please complete the form attached to this questionnaire

4 Private Car Mileage Allowances & Fuel

Has the company paid mileage allowances or actual fuel costs to the director/employee using a privately owned car?

If YES, please confirm the following:

Business mileage _____
Mileage rate used _____
Amount paid £ _____

How does the company reimburse the director/employee?

Has a company fuel card been provided to purchase fuel?

If YES, please confirm total cost of fuel purchased using the fuel card £ _____

Has the director/employee reimbursed the company for the private mileage?

5 Motorcycles

Does the company own a motorcycle?

Yes/No

If YES, is the motorcycle available for private use?

Yes/No

6 Payments for Use of Home Telephone

Does the company meet, or reimburse any part of the director/employees home telephone bills?

Yes/No

If YES, who is the contract between? (please refer to front page)

1/2/3

Is there a separate business line?

Yes/No

How much was paid by the company or reimbursed to the director/employee?

£

Does the above include line rental, private calls & internet connections?

Yes/No

If YES, please provide a breakdown

Business Calls

£

Private Calls

£

Line Rental

£

Internet Connection Charges

£

7 Mobile Telephones

Does the company pay, or reimburse any part of the director/employees personal mobile telephone bills?

Yes/No

If YES, who is the contract between? (please refer to front page)

1/2/3

How much was paid by the company or reimbursed to the director/employee?

£

Does the above include private calls & rental?

Yes/No

If YES, please provide a breakdown

Business Calls

£

Private Calls

£

Line Rental

£

8 Private Medical Insurance

Does the company pay premiums for private medical insurance, permanent health insurance or life assurance?

Yes/No

If YES, who is the contract between? (please refer to front page)

1/2/3

Please confirm who the named beneficiary of the policy is:

Premium paid during the year

£

Amount contributed by the employee

£

9 Subscriptions & Professional Fees

Does the company pay subscriptions or professional fees e.g. Subscriptions to leisure, sports or health clubs, magazines or periodicals, or professional subscriptions and accountancy fees?

Yes/No

If YES, who is the contract between? (please refer to front page)

1/2/3

Type of Subscription

Provider of benefit

Premium paid in the year

Amount contributed by the employee/director

10 Reimbursed expenses

Have any expenses payments been made to the director or employee which are not a HMRC approved rate or are not the reimbursement of actual business costs incurred on behalf of the business?

Yes/No

If YES, please provide the details of the payments.

Has the business made any payments on behalf of the director or employee?

Yes/No

If YES, please provide the details of the payments.

11 Credit Card Expenses Payments

Has the business paid the personal credit card bills of the director or employee?

Yes/No

If YES, please complete the form attached to this questionnaire with the nature of the expenses paid.

Has the director/employee made any purchases using a company credit card for personal items?

Yes/No

If YES, has the director/employee repaid the company for the personal items purchased?

Yes/No

If No, please provide the amount of the personal items purchased.

£ _____

12 Living Accommodation - ALL employees (£8,500 threshold not applicable)

Does the company provide living accommodation for the director/employee?

Yes/No

If YES, what was the cost of the accommodation provided?

£ _____

Please provide the details of the accommodation provided (address etc.) and the dates that it was available to the employee.

13 Interest Free & Low Interest Loans

Has the company provided a beneficial loan to the director/employee, including directors overdrawn account?

Yes/No

If the total amount outstanding on all non-qualifying loans does not exceed £10,000 at any time in the year, there is no benefit)

If YES, the maximum balance outstanding at any time in the year was

£ _____

The amount outstanding at 6 April 2016 or at the date the loan was made if later

£ _____

The amount outstanding at 5 April 2017 or at the date the loan was discharged if earlier

£ _____

Date loan was made in 2016-17 if applicable _____ Date loan discharged in 2016/2017 if applicable _____

Amount of interest paid for 2016-17 if any

£ _____

14 Assets Transferred

Have any of the company's assets been transferred (cars, computers, etc.) to the director/employee?

Yes/No

If YES, what is the cost/market value of the asset?

£ _____

The amount paid by the director/employee

£ _____

15 Assets Placed at the Employee's Disposal

Has the company provided assets to the director/employee for private use?

Yes/No

If YES, please provide details _____

16 Working From Home

Has the company reimbursed the director/employee expenses for use of home as office?

Yes/No

If Yes, please provide the following

Electricity and Gas charges

£ _____

Contents Insurance

£ _____

Council Tax charges

£ _____

Rent paid (if any)

£ _____

17 Other

If you have been provided with any other benefits or expenses, please give details below (e.g. Childcare costs, spouse/partner expenses on business trips, late night taxis, excessive staff entertaining.)

18 Relocation expenses payments and benefits

Have you received or has the company paid any relocation expenses on your behalf? If yes, please provide details of the relocation expenses paid together with the amounts.

19 Declaration

I certify that this P11D questionnaire has been completed to the best of my knowledge and I understand that the information provided will be used for the completion of forms P11D/P9D

Signed _____

Position _____

Date _____