

P11D QUESTIONNAIRE - BENEFITS ETC. FOR THE YEAR ENDED 5 APRIL 2008

Employers Name: _____

Director/Employee's Name: _____

1. Motor Vehicles made available

	Car 1	Car 2
a) Make & model	_____	_____
b) Date first registered	_____	_____
c) Available:	From / / _____	From / / _____
	To / / _____	To / / _____
d) Approved CO2 emissions for car if registered on or after 1 Jan 1998 (Per V5 logbook)	g/km	g/km
e) Business mileage for year	_____ miles	_____ miles
f) List price of car when new	£ _____	£ _____
g) Price of additional accessories	£ _____	£ _____
h) Contribution by employee towards use of car	£ _____	£ _____
i) Engine size and fuel type	c.c. _____ Petrol/Diesel	c.c. _____ Petrol/Diesel
Was any petrol made available for private use	Yes/No	Yes/No
If petrol was withdrawn during the year please provide details overleaf.		

***** Please provide a copy of each car registration document no matter the age of the car *****

2. Vans

Was a van made available for private use by employee. Yes/No

If a van was made available was it only available for travel from home to work Yes/No

If it was not provided only for home to work travel was private use of the van prohibited Yes/No

Please give full details of the van on the back of this sheet.

3. Mileage rates

Have you paid statutory mileage rates for using non-company cars Yes/No

Please provide details of all vehicle and mileage allowances paid to employee for use of his/her own car.

Total number of miles paid for _____ miles Total payment made £ _____

4. Private Medical Insurance

Amount paid on behalf of employee for private medical insurance £ _____

5. Loans.

If there have been any loans to the director/employee at nil or low interest please give full details.

This includes overdrawn director's loan accounts. For directors' loan accounts do not assume that we have details. Please provide details of all movements since the last company year end.

6. Services and Assets

Provide details of all services supplied to the employee or all business assets placed at the employee's disposal during the year.

See back of form for continuation

7. Expense Payments

Provide details of amounts paid by the company in respect of expenses incurred by the employee. All amounts must be included. If the expense was incurred wholly, exclusively and necessarily in the course of the employees work then a claim for relief can be made by the employee.

Travel and subsistence	£ _____
Entertainment	£ _____
Use of home telephone	£ _____
Round sum expenses allowance for	£ _____
Other - Detail _____	£ _____

8. Home Computer

Did the employee have use of a computer at home for private use during the year provided by the business. Yes/No

If so please provide details below.

9. Mobile Phones

Did the business provide mobile phones for the employee during the year (Providing a phone for members of the employee's family is the same as providing a phone to the employee unless the family member is also employed by the business) Yes/No

Was the contract for the phone in the business's name Yes/No

Number of phones provided to employee _____

If the mobile phone was in the employee's name and the business paid the bill then this is a benefit in kind and it must be declared.

Total amount paid for employee's personal mobile phone(s) during the year £ _____

Please detail any other benefits made available to the employee or any additional information below