

**P11D QUESTIONNAIRE
YEAR ENDED 5 APRIL 2024**

Employer Name:

Employee Name:

Please complete the following questionnaire to help us prepare Form P11D. While we may have some details within our accounts papers, these forms relate to the year ended 5 April 2024 so we may not have everything we need. Please provide full details to ensure we can complete these forms accurately.

Question	Reply
<p>1. CARS AND CAR FUEL - Please note that this should include any vehicles leased by or owned by the business that are used by employees regardless of any payment arrangements ie salary sacrifice scheme etc</p> <p>Please provide details of all cars provided during the year, to include:</p> <p>(a) Make and model (please provide a copy of your vehicle registration document)</p> <p>(b) Registration Number</p> <p>(c) Date first registered</p> <p>(d) Approved CO₂ emissions</p> <p>(e) Engine size</p> <p>(f) Type of fuel or power (Petrol, diesel, electric or hybrid)</p> <p>(g) If diesel, is it Euro 6d compliant?</p> <p>(h) If hybrid with emissions below 51g/km, please confirm the electric mileage range (this is the maximum distance in miles, for which the car can be driven in electric mode without recharging the battery).</p> <p>(i) Dates car available in year to 5 April 2024</p> <p>(j) List price of car (when new)</p> <p>(k) Cost of any optional extras</p> <p>(l) Contributions made towards the cost of the car</p> <p>(m) Contributions for private use of the car</p> <p>(n) Fuel provided for private use</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g) YES / NO</p> <p>(h)</p> <p>(i)</p> <p>(j)</p> <p>(k)</p> <p>(l)</p> <p>(m)</p> <p>(n) YES / NO</p>



2. MILEAGE ALLOWANCE AND PASSENGER PAYMENTS

Please provide details of payments made for the use of the employee's own vehicle where the employee is reimbursed **at a rate higher than** the AMAP (authorised mileage allowance payment). Any payments reimbursed up to or below the AMAP do not need to be reported on forms P11D.

- | | |
|---|-----|
| (a) Amount paid per mile | (a) |
| (b) Number of business miles for which payment made | (b) |

3. VANS

- | | | |
|--|-----|---------|
| (a) Registration number of vans made available for private use | (a) | |
| (b) Fuel provided for private use of van | (b) | YES /NO |

4. INTEREST FREE AND LOW INTEREST LOANS (including overdrawn directors loan accounts)

- | | |
|--|-----|
| (a) Analysis of loan during the year, to include all advances and repayments | (a) |
| (b) Amount of interest paid in the year | (b) |

5. OTHER BENEFITS

Please supply details of payments relating to:

- | | |
|--|-----|
| (a) Private medical treatment or insurance | (a) |
| (b) Subscriptions & Professional Fees | (b) |

6. OTHER EXPENSES

The requirement to report to HMRC **business expenses** paid by the employer for an employee / Director or reimbursed by the employer has been removed.

It is now a statutory requirement for the employer to operate a system of validating expenses claims.

If you are paying certain **non-business** related expenses on behalf of the employee / Director and these are not being taxed at source through the payroll, we may need to disclose these on forms P11D. Where applicable therefore, please supply details in respect of the following non-business expenses:

- | | |
|--|-----|
| (a) Travelling & subsistence | (a) |
| (b) Entertainment | (b) |
| (c) Home telephone | (c) |
| (d) General and other expenses | (d) |
| (e) Details of any passenger payments made | (e) |



Please note that the above list is not exhaustive, so if any expenses are paid out on behalf of an employee or director, please ensure that full details are provided. Other areas to consider may include:

- (a) Assets transferred (cars, property, goods, other assets)
- (b) Payments made on behalf of employee/director.
- (c) Payments made by credit cards.
- (d) Provision of living accommodation.
- (e) Payment of relocation expenses.
- (f) Services supplied to the employee/director
- (g) Assets placed at the disposal of employee/director
- (h) Share related benefits
- (i) School fees

If any of the above is relevant, please get in touch with us immediately so we can consider the entries required.

Thank you for completing this questionnaire.

