

Below are examples of an acceptable P60 End of Year Certificate of earnings from an employer; and how to access your HMRC Personal Tax Account

The document you provide must show:

- Name of the person who the P60 is for
- Tax Year the P60 is for
- All Income and deduction sections of the P60
- The Tax Year to 5 April (and the year requested, normally the tax year just ended unless otherwise stated in the evidence request)

The P60 which you have been asked to submit may be for someone other than you and therefore you will require them to provide this to you. The example below is one for P60s issued by the employer and provided in paper format to the employee. Some employers operate their own electronic payroll system, and we are unable to give you examples of this as they differ in their system layout. All electronic payroll systems will provide a facility for employees to print or save these documents. There is normally an option on screen to **“Print”/“Print to PDF”/“Save”/“Save as PDF”**. You will have to save the document to your device (laptop, Computer or phone).

Screenshot images of P60 sections from a phone can be time consuming and if they don't show the above information will **not** be considered acceptable.

P60 End of Year Certificate		Employee's details	
Tax year to 5 April <input type="text"/>		Surname <input type="text"/>	
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 and Universal Credit 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 and Customs about any income that is not fully taxed, even if you are not sent a tax return. HM Revenue and Customs The figures marked * should be used for your tax return, if you get one		Forenames or initials <input type="text"/>	
		National Insurance number <input type="text"/>	
		Works/payroll number <input type="text"/>	
Pay and Income Tax details			
	Pay	Tax deducted	
	£ p	£	p
In previous employment(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
In this employment *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total for year	<input type="text"/>	<input type="text"/>	
		Final tax code <input type="text"/>	
National Insurance contributions in this employment			
NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed 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)
	£	£	£ p
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Statutory payments included in the pay 'in this employment' figure above			
Statutory Maternity Pay	£ p	Statutory Paternity Pay	£ p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Statutory Adoption Pay	£ p	Statutory Parental Bereavement Pay	£ p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Statutory Shared Parental Pay	£ p
		<input type="text"/>	<input type="text"/>
Other details		Your employer's full name and address (including postcode)	
Student Loan deductions in this employment (whole £s only)	£	<input type="text"/>	
<input type="text"/>	<input type="text"/>		
Postgraduate Loan deductions in this employment (whole £s only)	£		
To employee	<input type="text"/>	Employer PAYE reference <input type="text"/>	
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, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.			

Alternatively, you can create or login to your **HMRC Personal Tax Account** at www.gov.uk/personal-tax-account and access P60s for all tax years to date.

HMRC Personal Tax Account is an online service which allows you to:

- check your income from employment in the previous 5 years
- check how much Income Tax you paid in the previous 5 years
- check your Income Tax estimate and tax code
- fill in, send, and view a personal tax return
- claim a tax refund
- check and manage your tax credits
- check your State Pension
- track tax forms that you've submitted online
- check or update your Marriage Allowance
- tell HMRC about a change of name or address
- check or update benefits you get from work, for example company car details and medical insurance
- find your National Insurance number

You can view more information about “how to get pay details from HMRC” on YouTube by searching on “**how to get pay details from HMRC**”

If you don't already have a Government Gateway or Gov.UK Verify login you can create an account.

You will need:

- your UK address **or** National Insurance number and
- a recent payslip **or** P60 of a valid UK passport

The process will take around 30 minutes.