

P11d Checklist

Is a dispensation in place with HMRC? If 'Yes' provide a copy.

	Detail	Tick if applies or may apply - Attach details
Accommodation	Living accommodation provided; private mortgage/rental costs paid; furniture, etc. provided; utilities paid for; holiday accommodation; board and lodging.	
Accountancy or legal costs	Private accountancy/tax/legal/other professional costs paid	
Assets loaned to employees	Employer owns or leases assets, which are available for private use of employee.	
Assets transferred to employees	Employer gives the asset to the employee or sells it at undervalue or pays over the odds for it; Taxed Award Scheme; option granted re future acquisition of an asset.	
Awards and prizes	Long service; retirement; exams; suggestions; weddings; birthdays, etc; other	
Canteen facilities	Meals may be provided for some or all staff; working lunches; luncheon vouchers.	
Childcare facilities	Some facilities exempt but care is needed.	
Clothing	Allowance; protective; uniform.	
Conferences	In UK or abroad	
Credit cards/credit tokens	Payment of private credit, etc card bill or annual fee; use of employers card for business/private purposes.	
Director's & officers' liability insurance	Insurance payments to cover work-related liabilities.	
Domestic services or staff	Domestic help of any kind for the employee, including nannies, gardeners, builders, etc.	
Education	Courses for directors/employees; scholarships; school fees for children.	
Entertaining	Reimbursement of entertaining costs or provision or regular or one-off allowance; home entertaining.	
Holiday	Provision of holiday for director/employee or family.	



INVESTOR IN PEOPLE



Charnwood

Accountants & Business Advisors LLP

	Detail	Tick if applies or may apply - Attach details
Incentive schemes	Cash, goods, holidays etc; Taxed Award Scheme	
Incidental private car expenses	AA/RAC etc; parking fines; driving lessons; driving test	
In-house benefits	Provision at below market value of goods or services, which it is the business of the employer to provide to others (e.g., food from retailer; subsidised fares from airline).	
Loans	Loan made to employee at cheap or interest free rate	
Mileage Allowance	Mileage paid in excess of approved mileage rates.	
Medical costs	Payment for treatment (or insurance) for medical, dental, eye or other treatment; staff medicals; beauty care.	
Personal incidental expenses	Reimbursement of personal expenses for employees who are away on business overnight.	
Premium bonds		
Private Expenses of employees	Either paid by employer or reimbursed to employees (please state which)	
Private cars	Any expenses paid in respect of cars owned by directors/employees; including fuel, garaging, AA/RAC, etc parking.	
Relocation costs	To employees required to move as a result of their employment.	
Round sum allowance	Reimbursement of expenses.	
Season tickets	Help with purchase of season ticket for public transport.	
Security costs	Taxable, other than for employees facing exceptional risks.	
Social functions	Paid by employer; Christmas parties, sporting events.	
Sports and recreation facilities	Exempt where specific conditions met.	



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	Detail	Tick if applies or may apply - Attach details
Subscriptions	Clubs, professional organisations; newspapers, magazines, journals.	
Subsistence	Canteen; subsistence away from main place of work; working lunches; late or weekend working; vending machines; tokens or vouchers.	
Suggestion schemes	Concessionary exemption where specified conditions met.	
Tax	Tax or NIC borne by employer.	
Telephone	Home telephone costs; installation, rental, business or private calls, car phone; employees private mobile phone costs; provision of more than one mobile to an employee; chargecards/phonecards; home fax.	
Termination payments	Compensation for loss of office, change of duties, etc; restrictive covenants; outplacement counselling.	
Travel costs	Payment towards business or private travel, including taxi fares; season tickets; late night transport.	
Vouchers	For meals; food or drinks machines; exchangeable at stores or for cash.	
Other benefits	If there were any other benefits in kind provided to employees in the year, tick the column to the right and make a brief note.	

Notes: