

P11D – BENEFITS IN KIND/REIMBURSED EXPENSES GENERAL CHECKLIST

Mileage Allowances

Give details of mileage and amounts paid

Travelling and Subsistence

Give amounts of fares, hotels, meals etc.

Entertainment - (staff or clients)

Details of all payments made exclusively in respect of entertaining and advise what was provided, who was in attendance

Subscriptions and Professional Fees

Give details of subscriptions & professional fees paid including any societies & clubs catering for leisure & sporting activities

General expenses

Give details of any expenses/benefits not returned elsewhere

Cars (including Leased and Hire cars)

Give details of cars provided for private use as follows:

- Make and Model
- Date first registered
- Inclusive dates of availability
- Engine size and type of fuel
- CO2 Emissions rating
- Copy of Vehicle Registration Document (Log Book)
- Manufacturers list price of car when new (if available)
- Price of any accessories
- Capital contribution made by employee
- Amount paid by employee for private use

Vans

If vans are provided for private use give details, (including copy of Vehicle Registration document)

Fuel

Was any fuel provided for private use?

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Private medical treatment or insurance

Give details of the cost of all medical, dental etc. expenses paid and all premiums paid for insurance against such treatment

Payments in respect of personal telephones (home land lines and/or mobiles)

Give details of amounts paid or reimbursed and supply copies of bills. Phones registered in the company name need not be included unless the employee is provided with more than two.

Interest-free and low interest loans

Give details of loans made to, or arranged for an employee (or relative) on which no interest or low interest was paid (in excess of £10,000)

Assets transferred

Give details of any assets e.g. cars, property, goods transferred to an employee during the year

Vouchers

Give details of vouchers (including season tickets) provided to employees

Living accommodation

Give details of living accommodation provided to employee or family by reason of the employment.

