**HM** Revenue

& Customs

page 1 of 32

Return of Class 1A National Insurance contributions due Return of expenses and benefits - Employer's declaration

			Yea	ar ended 5 April 200
Employer PAYE reference	LAB13			
Accounts Office reference			Please return this form to the addr	ess shown below
Employer's name and	d address		▼	lacktriangledown
SCRIBE AND C	0	コ	ANGLIA RECOVERY	٦
The Office			Havenbridge House	
The Road			North Quay	
The City			Gt Yarmouth	
TF3 4ER ∟			Norfolk	_
his form has not heen	issued automatically it n	nav not show all vou	r details. If this is so please fill in the top	

of the form before you send it to your HM Revenue & Customs office.

Please read the notes overleaf before completing the return. Do not declare any amounts already reported under the Taxed Award Scheme arrangements.

1 Class 1A National Insurance contributions (NICs) due			
Enter the total benefits liable to Class 1A NICs from forms P11D. (This is the total of the brown Class 1A NICs boxes on forms P11D. There is a quick guide on page 5 of CWG5 if you are not sure).	A f	123154.21	1A
If you need to adjust the figures entered in box A, do not complete	<u>L</u>		
box C below, tick this box and complete Section 4 overleaf.			
Multiply by Class 1A NICs rate	В	12.80	
Class 1A NICs payable	box A	x rate in box B 15763.74	1A
2 Employer's declaration			
Tick the relevant box(es) and fill in the appropriate details			
No expenses payments or benefits of the type to be returned on form P11D have been or will be provided for the year ended 5 April 2006. For this reason no forms P11D are attached.			
I confirm that all details of expenses payments and benefits that have to be returned on forms P11D for the year ended 5 April 2006 are enclosed with this declaration. I declare that the details on these are fully and truly stated to the best of my knowledge and belief.			
Forms P11D for the year ended 5 April 2006 were sent to  HM Revenue & Customs office of	on		
I confirm that details of expenses payments and benefits that have to be returned on forms P11D have been sent to HM Revenue & Customs.  I declare that all the details on this form are fully and truly stated to the best of my knowledge and belief.			
Signature of employer Da	te		
The declaration should be signed by the employer or any person authorised to do so.			
Capacity in which signed			

## 3 Notes for employer

You should give each employee or director a copy of their P11D information and send the completed forms P11D and P11D(b) to your HM Revenue & Customs office by 6 July 2006.

Pay Class 1A NICs shown on the return to the Accounts Office using the attached payslip by

- 19 July if the payment is by post or cash, or
- 22 July if the payment is by an approved electronic method.

Where the **22July** falls on a weekend or bank holiday, your payment should reach our bank account no later than the last bank working day before the **22 July. Interest is chargeable on amounts paid late.** 

If your return is not received by 19 July, penalties will be charged automatically. You may also be penalised or prosecuted if you make false statements.

Please note if you have already indicated on form P35 that no P11D(b) is due, there is no need to send this form.

#### Class 1A National Insurance contributions (NICs) due.

Employers pay Class 1A NICs on benefits which have to be returned on forms P11D except where Class 1 NICs or Class 1B NICs are due. To help you identify the benefits where Class 1A NICs are due the boxes on the form P11D are brown and are marked 1A. Read the guidance in form P11D(Guide) and booklet CWG5 before completing the forms P11D and this return.

#### Forms P11D

As an employer you must complete a return of expenses payments and benefits, form P11D, for each employee paid at a rate of £8,500 a year or more and for each director if:

- you have provided them with expenses or benefits which are not covered by a dispensation or PAYE Settlement Agreement
- you have arranged for expenses or benefits to be provided by a third party.

Send this declaration with the completed form P11D to your Inland Revenue office. If you choose to send the forms P11D in batches, send the declaration with the final batch.

References in this return to forms 'P11D' and Inland Revenue office should be read as including the return of expenses payments and benefits by magnetic media to Shipley Data Centre.

# 4 Adjustments to Class 1A NICs

Complete this section if you need to adjust the total benefits shown as liable to Class 1A NICs.

Paragraph 18 of CWG5 explains circumstances in which you may need to make adjustments.

Enter the total benefits liable to Class 1A NICs from Section 1, box A overleaf.	A £ 1A
Enter any adjustment to the figures in box A	
Add any amounts not included in box A on which Class 1A NICs due  Brief description	Amount to be added  B £ 1A
Deduct any amounts included in box A on which Class 1A NICs not due  Brief description	Amount to be deducted
Total of benefits on which Class 1A NICs are due	box A + box B minus box C D £
Multiply by Class 1A NICs rate	Е
Class 1A NICs payable	box D x box E  F £ 1A

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name		Employee details Employee name				
SCRIBE AND CO		Mr Michael Stone	-Chips		If a director tick here	
Employer PAYE reference		Works number/departmen		National Insura		
LAB13		231704-02		JH872774	D	
Employers pay Class 1A National Insurance con	ntributions on most benefits	. These are shown in boxe	s which are b	rown and have	a 1A	indicator
A Assets transferred (cars, property, goo	ods or other assets)	Cost/ Market value	Amount made	-	ash equivalent	
Description of asset	·		- £	= 1		1A
B Payments made on behalf of employee	9					
Description of payment				1	f.12	
Tax on notional payments not borne by e	employee within 90 days of r	eceipt of each notional pay	yment		.12 £	
C Vouchers or credit cards		Gross amount	Amount made	-	ash equivalent	
Value of vouchers and payments made u (for qualifying childcare vouchers the exc			- £		.13 ç	
D Living accommodation	ocoo over 200 a week)				~	
Cash equivalent of accommodation provi	ided for employee, or his/ he	er family or household			ash equivalent	1A
Mileage allowance and passenger pay	ments			Te	~	
Amount of car and mileage allowances p and passenger payments, in excess of m	aid to employee for busines		•		1.15 £	
Cars and car fuel If more than two cars	s were made available, eithe	er at the same time or in su	ccession, ple	ase give details	s on a separate s	heet
	Car 1		Car 2			
Make and Model	Range Rover HSE		BMW			
Date first registered	08/11/95		01/10/	02		
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick		See P11D Guide for	100		See P11D Gu	
box if the car does not have an approved CO2 figure	g/km .	details of cars that have no approved C02 figure	180	g/km	details of cars	
Engine size	4554 cc		1998	сс		
Type of fuel or power used Please use the key letter shown in the P11D Guide	P		P			
Dates car was available Only enter a 'from' or 'to' date if the car was first made	From	to	From	/00/05	to 05/04	105
available and/or ceased to be available in 2005-06  List price of car Including car and standard			] 1.6	./09/05	05/04	706
accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ 33358		£	21200		
Accessories All non-standard accessories, see P11D Guide	£ 212		£	0.00		
Capital contributions (maximum £5,000)						
the employee made towards the cost of car or accessories	£		£	0.0		
Amount paid by employee for private use of the car	£ 0.00		£	0.00		
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)						
Cash equivalent of each car	£ 10742.40		£	2898.88		
Total cash equivalent of all cars available in 2005-06					1.16 £ 13	8641.28 1A
Cash equivalent of fuel for each car	£ 4608		£	1969		
Total cash equivalent of fuel for all cars as			•		17 0	6577 1A

G	Vans												
	Cash equivalent of all va	ns made a	available for private	use						1.18	£		1A
Н	Interest-free and low in If the total amount outsta			exceed £5,000 at a	any time in the y	ear, ther	e is no need t	to comple	ete t	his seci	tion. Loan 2		
	Number of joint borrower	rs (if applic	cable)										
	Amount outstanding at 5	April 2005	or at date loan wa	as made if later			£				£		
	Amount outstanding at 5	April 2006	or at date loan wa	as discharged if ea	arlier		£				£		
	Maximum amount outsta	nding at a	ny time in the year				£				£		
	Total amount of interest p	paid by the	e borrower in 2005	-06 - enter "NIL" if	none was paid		£				£		
	Date loan was made in 2	2005-06 if a	applicable										
	Date loan was discharge	d in 2005-	06 if applicable										
	Cash equivalent of loans	after ded	ucting any interest	paid by the borrov	ver	1.19	£		1A	1.19	£		1A
	Private medical treatme	ent or insi	urance		Cost to you		Amount made of from which tax				Cash equivalent		
	Private medical treatmen	nt or insura	ince		£		£		=	1.21	£		1A
J	Qualifying relocation ex Non-qualifying benefits a												
	Excess over £8,000 of al	ll qualifying	g relocation expens	ses payments and	benefits for eac	h move				1.22	£		1A
K	Services supplied				Cost to you		Amount made of from which tax				Cash equivalent		
	Services supplied to the	employee			£		£		=	1.22	£		1A
	Assets placed at the en	nployee's	disposal		Annual value plus expenses incurred		Amount made of from which tax		_		Cash equivalent		
	Description of asset				£		£		=	1.22	£		1A
М	Other items (including	subscript	ions and profess	ional fees)	Cost to you		Amount made of from which tax				Cash equivalent		
	Description of other items				£		£		]=	1.22	£		1A
	Description of other items				£		£		]=	1.22	£		
											Tax paid		1
	Income tax paid but not o	deducted f	rom director's rem	uneration						1.22	£		
N	Expenses payments ma				Cost to you		Amount made of from which tax				Taxable paymen	t	
	Travelling and subsistent payments for employee's			allowance	£	68 -	£	0	=	1.23	£	68	
	Entertainment (trading orga enter a tick or a cross as approp		d P11D Guide and then		£		£		]=	1.23	£		
	General expenses allowa	ance for bu	usiness travel		£		£		=	1.23	£		
	Payments for use of hom	ne telephor	ne		£	329 –	£	0	=	1.23	£	329	
	Non-qualifying relocation	expenses	(those not shown in se	ection J or M)	£		£		=	1.23	£		
	Description of other expe	enses			£		£		=	1.23	£		

## Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name					<b>ployee details</b> ployee name							_
SCRIBE AND	CO			М	iss Janet Davi	s				If a director tick here		
Employer PAYE re	eference			Wor	rks number/departme	ent		National	Insurar	nce number		_
LAB13				2	31704-03			NB12	3456B			
Employers pay Cla	ass 1A Nation	nal Insurance co	entributions on most benefits	s. The	ese are shown in box	ces	which are b	orown and	have a	1.4	indicator	_
A Assets tran	sferred (car	s, property, go	ods or other assets)	_ (	Cost/ Market value		Amount mad	-	Casl	n equivalent		
Description	of asset	cars			£ 2368	_	£	0	= 1.1	2 £	2368 1A	١
B Payments i	nade on bel	nalf of employe	е									
Description	of payment								1.1	2 £		
Tax on noti	onal paymen	ts not borne by	employee within 90 days of	recei	pt of each notional p	ayn	nent		1.1	2 £		
C Vouchers of	or credit card	ds		(	Gross amount		Amount mad	•	Cash	n equivalent		
			using credit cards or tokens cess over £50 a week)		£	-	£		= 1.1			
D Living acco	mmodation			_					Cash	n equivalent		
Cash equiv	alent of acco	mmodation prov	rided for employee, or his/ h	er fa	mily or household				1.1		1 <i>A</i>	Ą
Amount of	car and milea		rments paid to employee for busines naximum exempt amounts (						Taxa	able payment		
Approved CO2 oregistered on or box if the car does no Engine size  Type of fuel or pletter shown in the PDates car was a Only enter a 'from' of available and/or ceal. List price of car accessories only: if the classic car, employed Accessories see P11D Guide Capital contribution the employee more or accessories.	Date emissions fig after 1 Janua of have an appropriate the vallable rate to be available including car ar increase to booklet 48 All non-standard tions (maximulade towards	ary 1998 Tick eved CO2 figure  Please use the key  ar was first made ble in 2005-06 ad standard ce, or if it is a 30 d accessories,  um £5,000)	Car 1  Mini Cooper  01/04/2004  197 g/km  cc  P  From  £ 16675  £ 0.00	tcc	See P11D Guide for details of cars that have no approved C02 figure		From £	9	/km cc	See P11D G details of ca no approved	rs that have	
car or accessori Amount paid by the car Date free fuel w Tick if reinstated in y Cash equivalent	employee for as withdrawn ear (see P11D G	Guide)	£ 0.00  02/02/2006  £ 4335.50				£					
Total cash equin 2005-06	ivalent of al	l cars available							1.1	16 £	4335.50 1A	A
Cash equivalent	of fuel for ea	ach car	£ 3108				£					
Total cash equ	ivalent of fu	el for all cars a	vailable in 2005-06						1.1	7 £	3108 1A	A

G	Vans										
	Cash equivalent of all va	ns made a	available for private us	se					1.18	£	1A
Н	Interest-free and low in If the total amount outsta			eed £5,000 at a	any time in the yea	r, there	e is no need to co	mplete	this seci	tion. Loan 2	
	Number of joint borrower	rs (if applic	cable)				1				
	Amount outstanding at 5	April 2005	or at date loan was r	made if later			£ 115	00		£	
	Amount outstanding at 5	April 2006	or at date loan was	discharged if ea	arlier		£ 160	00		£	
	Maximum amount outsta	ınding at a	ny time in the year				£ 160	00		£	
	Total amount of interest p	paid by the	e borrower in 2005-06	- enter "NIL" if	none was paid		£	0		£	
	Date loan was made in 2	2005-06 if a	applicable								
	Date loan was discharge	d in 2005-	06 if applicable				28/02/06				
	Cash equivalent of loans	after ded	ucting any interest pai	d by the borrov	ver	1.19	£ 572.	92 <b>1</b> A	1.19	£	1A
	Private medical treatme	ent or ins	urance		Cost to you		Amount made good of from which tax deduce			Cash equivalent	
	Private medical treatmen	nt or insura	ince		£		£	=	1.21	£	1A
J	Qualifying relocation ex Non-qualifying benefits a										
	Excess over £8,000 of al	ll qualifyinç	relocation expenses	payments and	benefits for each r	move			1.22	£	1A
K	Services supplied				Cost to you		Amount made good of from which tax deduce			Cash equivalent	
	Services supplied to the	employee			£		£	=	1.22	£	1A
	Assets placed at the en	nployee's	disposal		Annual value plus expenses incurred		Amount made good of from which tax deduce			Cash equivalent	
	Description of asset				£		£	=	1.22	£	1A
М	Other items (including	subscript	ions and profession	al fees)	Cost to you		Amount made good of from which tax deduce			Cash equivalent	
	Description of other items				£		£	=	1.22	£	1A
	Description of other items				£		£	=	1.22	£	
										Tax paid	
	Income tax paid but not of	deducted f	rom director's remune	eration					1.22	£	
N	Expenses payments ma	ade to, or	on behalf of, the em	ployee	Cost to you		Amount made good of from which tax deduced			Taxable payment	
	Travelling and subsistend payments for employee's			lowance	£		£	=	1.23	£	
	Entertainment (trading organiter a tick or a cross as appropri		d P11D Guide and then		£		£	=	1.23	£	
	General expenses allowa	ance for bu	usiness travel		£		£	=	1.23	£	
	Payments for use of hom	ne telephoi	ne		£		£	=	1.23	£	
	Non-qualifying relocation	expenses	(those not shown in section	on J or M)	£	]-	£	=	1.23	£	
	Description of other expe	enses			£		£	=	1.23	£	

## Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

Send the completed P11D and

### form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

-	loyer details oyer name				nployee details nployee name					
SC	RIBE AND CO			1	Mrs Edna Jones				If a director tick here	
Empl	oyer PAYE reference			Wo	orks number/departme	ent	Nationa	l Insu	rance number	
LA	AB13				231704-04		NOT	KNO	VN	
Empl	oyers pay Class 1A Natior	nal Insurance co	ontributions on most benefits	s. Th	nese are shown in box	xes	which are brown and	d have	e a 1A	indicator
Α	Assets transferred (car	s, property, go	ods or other assets)		Cost/ Market value		Amount made good or from which tax deducted	C	Cash equivalent	
	Description of asset	other			£ 1700	-	£ 0.00		1.12 £	1700 1A
В	Payments made on beh	nalf of employe	e							
	Description of payment								1.12 £	
	Tax on notional payment	ts not borne by	employee within 90 days of	rece	eipt of each notional p	ayn	nent		1.12 £	150
С	Vouchers or credit card	ds			Gross amount		Amount made good or from which tax deducted	c	Cash equivalent	
	Value of vouchers and p (for qualifying childcare v		using credit cards or tokens cess over £50 a week)		£	_	£		1.13 £	
D	Living accommodation		,					- <b>-</b>	Cash equivalent	
	Cash equivalent of accord	mmodation pro	vided for employee, or his/ h	er fa	amily or household				1.14 £	1A
Ε		ge allowances	ments paid to employee for busines maximum exempt amounts						axable payment	
F			s were made available, eithe	er a	t the same time or in s	suce	cession, please give	detaii	ls on a separate	sheet
	N	Make and Mode	JAGUAR			_				
	Date	first registered	23/02/2001							
reg	proved CO2 emissions figurestered on or after 1 Janual if the car does not have an appro	ary 1998 <i>Tick</i>	157 g/km		See P11D Guide for details of cars that have			g/km	See P11D G details of cal	rs that have
Eng	gine size		cc		no approved C02 figure			СС	no approved	CU2 figure
, ,	oe of fuel or power used Pershown in the P11D Guide	llease use the key	В							
Only	tes car was available y enter a 'from' or 'to' date if the ca ilable and/or ceased to be availab		From 08/05/2005	] 1	to		From		to	
acce	t price of car Including car an essories only: if there is no list pric sic car, employers see booklet 48	ce, or if it is a	£ 28941				£			
see	cessories All non-standard P11D Guide pital contributions (maximu	,	£ 0.00				£			
the	employee made towards or accessories		£ 0.00				£			
the	nount paid by employee for car		£ 0.00		1		£			
	te free fuel was withdrawn af reinstated in year (see P11D G		02/02/2006	<b>√</b>				<u> </u>		
	sh equivalent of each car	l care available	£ 4488.63				£			
	tal cash equivalent of all 2005-06	i cais available							1.16 £	4488.63 1A
Cas	sh equivalent of fuel for ea	ach car	£ 2233				£			
То	tal cash equivalent of fu	el for all cars a	vailable in 2005-06						1.17 £	2233 1A

Vans										
Cash equivalent of all	vans made available for privat	e use					1.18	£		1A
Interest-free and low If the total amount outs	interest loans tanding on all loans does not	exceed £5,000 at	any time in the ye	ear, there	e is no need to compl Loan 1	ete tl	his sect	ion. Loan 2		
Number of joint borrow	ers (if applicable)									
Amount outstanding at	5 April 2005 or at date loan w	as made if later			£			£		
Amount outstanding at	5 April 2006 or at date loan w	as discharged if e	arlier		£			£		
Maximum amount outs	tanding at any time in the yea	r			£			£		]
Total amount of interes	t paid by the borrower in 2005	5-06 - enter "NIL" i	f none was paid		£			£		]
Date loan was made in	2005-06 if applicable									]
Date loan was discharg	ged in 2005-06 if applicable									
Cash equivalent of loan	ns after deducting any interest	t paid by the borro	wer	1.19	£	1A	1.19	£		1A
Private medical treati	nent or insurance		Cost to you		Amount made good or from which tax deducted			Cash equivalent		
Private medical treatme	ent or insurance			34 –	£ 134	]=	1.21	£	300	1A
Excess over £8,000 of	and expenses go in section I		I benefits for each	ı move	Amount made good or		1.22	£		1A
Services supplied			Cost to you		from which tax deducted	7 1		Cash equivalent		
Services supplied to th	e employee		£		£	]=	1.22	£		1A
Assets placed at the	employee's disposal		Annual value plus expenses incurred		Amount made good or from which tax deducted			Cash equivalent		
Description of asset			£		£	=	1.22	£		1A
	g subscriptions and profess	sional fees)	Cost to you		Amount made good or from which tax deducted			Cash equivalent		
Description of other items			£		£	]=	1.22	£		1A
Description of other items			£		£	]_ [	1.22	£		
outer notific			2					Tax paid		1
Income tax paid but no	t deducted from director's rem	nuneration					1.22	£		
Expenses payments	made to, or on behalf of, the	employee	Controller		Amount made good or			Tayahla nayarant		
	ence payments (except mileage's own car - see section E)	e allowance	£		from which tax deducted	]=	1.23	Taxable payment £		
Entertainment (trading o enter a tick or a cross as app	rganisations read P11D Guide and the ropriate here)	n	£		£	]=	1.23	£		
General expenses allo	wance for business travel		£		£	]=	1.23	£		
Payments for use of ho	me telephone		£		£	]=	1.23	£		
Non-qualifying relocation	on expenses (those not shown in s	section J or M)	£		£	]=	1.23	£		
Description of other ex	penses		£		£	]=	1.23	£		

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

Send the completed P11D and

### form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name		-	loyee details oyee name						
SCRIBE AND CO			Jane Edwards				If a director tick here		
Employer PAYE reference		Work	s number/departme	ent	National I	nsurar	nce number		
LAB13		23	31704-05		NB777	'142C			
Employers pay Class 1A National Insurance cor	ntributions on most benefits	. Thes	se are shown in box	es	which are brown and	have a	1A	indicato	r
Assets transferred (cars, property, goo	ods or other assets)	Cc	ost/ Market value		Amount made good or from which tax deducted	Cas	h equivalent		
Description of asset		£		_	£	= 1.	12 £		1A
B Payments made on behalf of employee									
Description of payment						1.1	12 £		
Tax on notional payments not borne by e	mployee within 90 days of r	receip	t of each notional pa	ayn	nent	1.	12 £		
C Vouchers or credit cards		Gr	ross amount		Amount made good or from which tax deducted	Cas	h equivalent		
Value of vouchers and payments made u (for qualifying childcare vouchers the exc	· ·	£		-	£		13 £		
D Living accommodation						Cas	h equivalent		
Cash equivalent of accommodation provide	ded for employee, or his/ he	er fam	nily or household			1.			1A
Mileage allowance and passenger payr Amount of car and mileage allowances pa and passenger payments, in excess of m	aid to employee for busines						able payment		
Cars and car fuel If more than two cars  Make and Model	were made available, eithe	er at th	he same time or in s	succ	cession, please give d	letails (	on a separate si	heet	
Date first registered	20/12/1999								
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO2 figure	g/km	<b>✓</b> ,	See P11D Guide for details of cars that have no approved C02 figure		g/	km	See P11D Gui details of cars no approved C	that have	
Engine size	СС		no approvou ouz ngaro			СС	no approvou c	oz nguro	
Type of fuel or power used Please use the key letter shown in the P11D Guide  Dates car was available Only enter a 'from' or 'to' date if the car was first made available and/or ceased to be available in 2005-06	E From	to			From		to		
List price of car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ 12045				£				
Accessories All non-standard accessories, see P11D Guide	£ 0.00				£				
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£ 0.00				£				
Amount paid by employee for private use of the car  Date free fuel was withdrawn	£ 500.00	_			£				
Tick if reinstated in year (see P11D Guide)						<u> </u>			
Cash equivalent of each car  Total cash equivalent of all cars available	£ 584.05				£				
in 2005-06						1.	16 £	584.05	1A
Cash equivalent of fuel for each car	£				£				
Total cash equivalent of fuel for all cars av	ailable in 2005-06					1.1	17 <sub>£</sub>		1A

G	Vans										
	Cash equivalent of all val	ns made available for privat	e use					1.18	£		1A
	Interest-free and low in If the total amount outsta	terest loans nding on all loans does not	exceed £5,000 at a	any time in the year,	there	e is no need to comple Loan 1	ete t	his seci	tion. Loan 2		
	Number of joint borrower	s (if applicable)									
	Amount outstanding at 5	April 2005 or at date loan w	as made if later			£			£		
	Amount outstanding at 5	April 2006 or at date loan w	as discharged if ea	arlier		£			£		
	Maximum amount outsta	nding at any time in the yea	r			£			£		
	Total amount of interest p	paid by the borrower in 2005	5-06 - enter "NIL" ii	f none was paid		£			£		
	Date loan was made in 2	005-06 if applicable									
	Date loan was discharged	d in 2005-06 if applicable									
	Cash equivalent of loans	after deducting any interest	paid by the borrow	wer 1.	19	£	1A	1.19	£		1A
	Private medical treatme	ent or insurance		Cost to you		Amount made good or from which tax deducted			Cash equivalent		
	Private medical treatmen	t or insurance		£		£	=	1.21	£		1A
J		kpenses payments and be nd expenses go in section N									
	Excess over £8,000 of all	I qualifying relocation expen	ses payments and	benefits for each mo	ove			1.22	£	378	1A
K	Services supplied			Cost to you	7	Amount made good or from which tax deducted	,		Cash equivalent		
	Services supplied to the	employee		£		£	]=	1.22	£		1A
	Assets placed at the en	nployee's disposal		Annual value plus expenses incurred	7	Amount made good or from which tax deducted	1		Cash equivalent		
	Description of asset	timeshare accommod	dation	£ 300		£ 300	]=	1.22	£	0	1A
M		subscriptions and profess	ional fees)	Cost to you		Amount made good or from which tax deducted			Cash equivalent		
	Description of other items			£	]-	£	]=	1.22	£		1A
	Description of other items			£	7_	£	]_	1.22	£		
									Tax paid		
	Income tax paid but not o	deducted from director's rem	nuneration					1.22	£		
N	Expenses payments ma	ade to, or on behalf of, the	employee	Cost to you		Amount made good or from which tax deducted			Taxable payment		
	Travelling and subsistence payments for employee's	ce payments (except mileag own car - see section E)	e allowance	£	] –	£	]=	1.23	£		
	Entertainment (trading orga enter a tick or a cross as approp	nisations read P11D Guide and the priate here)	n	£	]-	£	]=	1.23	£		
	General expenses allowa	ance for business travel		£	]-	£	]=	1.23	£		
	Payments for use of hom	ne telephone		£	]-	£	]=	1.23	£		
	Non-qualifying relocation	expenses (those not shown in s	ection J or M)	£	]-	£	]=	1.23	£		
	Description of other expe	enses		£	]-	£	]=	1.23	£		

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form. Send the completed P11D and

form P11D(b) to HM Revenue & Customs by 6 July 2006.

Note to employee

Your employer has filled in this form. Keep it in a safe place as you may not be able to get a duplicate. You will need it for your tax records and to complete your 2005-06 Tax Return if you get one. Your tax code may need to be adjusted to take account of the information given on this P11D. The box numbers on this P11D have the same numbering as the Employment Pages of the Tax Return, for example, 1.12. Include the total figures in the corresponding box on the Tax Return, unless you think some other figure is more appropriate.

P11D EXPENSES AND BENEFITS 2005-06

Employer details Employer name		Employee details Employee name				
SCRIBE AND CO		Mr Howard Cloug	rh		If a director tick here	
Employer PAYE reference		Works number/departme	ent Na	ational Insur	ance number	
LAB13		231704-06		BN125478	_	
Employers pay Class 1A National Insurance	contributions on most benefit	s. These are shown in box	xes which are brow	n and have	a 1/	indicator
Assets transferred (cars, property,	goods or other assets)	Cost/ Market value	Amount made goo		ash equivalent	
Description of asset		£	_ £		1.12 £	1A
Payments made on behalf of emplo	yee					
Description of payment domestic	c bills			1	1.12 £	1960
Tax on notional payments not borne b	by employee within 90 days of	receipt of each notional p	ayment	1	1.12 £	
C Vouchers or credit cards			Amount made goo			
Value of vouchers and payments made	de using credit cards or tokens		from which tax dec		ash equivalent	
(for qualifying childcare vouchers the	excess over £50 a week)	£	] _ [£	=	1.13 £	
D Living accommodation				C	ash equivalent	
Cash equivalent of accommodation p	rovided for employee, or his/ I	ner family or household			1.14 £	1A
Mileage allowance and passenger p				Ta	axable payment	
Amount of car and mileage allowance and passenger payments, in excess of				1	1.15 £	540
Make and Mod	Car 1  del Honda Civic		Car 2  Toyota			
iviane and ivide	Honda Civic		Toyota			
Date first registere	ed 01/02/2002		02/01/19	97		
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Τick box if the car does not have an approved CO2 figure	125 g/km	See P11D Guide for details of cars that have no approved C02 figure		g/km	See P11D G details of ca	rs that have
Engine size	cc	no approved Go2 ngaro	2200	СС	πο αρριόνου	CO2 figuro
Type of fuel or power used Please use the key letter shown in the P11D Guide	Н		С			
Dates car was available Only enter a 'from' or 'to' date if the car was first made available and/or ceased to be available in 2005-06	From 06/04/2005	to 31/12/2005	From 09/0	1/2006	to	
List price of car Including car and standard						
accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ 18000		£	10000		
Accessories All non-standard accessories, see P11D Guide	£ 0.00		£	0.00		
Capital contributions (maximum £5,000)						
the employee made towards the cost of car or accessories	£ 0.00		£	0.00		
Amount paid by employee for private use	of £ 0.00		£	0.00		
the car  Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)						
Cash equivalent of each car	f 1730.96		£	762.74		
Total cash equivalent of all cars availal in 2005-06			L		I.16 £	2493.70 1A
Cash equivalent of fuel for each car	£ 1385		£	1098	L	
Total cash equivalent of fuel for all cars	L		L		.17 c	2483 1A

G	Vans										
	Cash equivalent of all val	ns made a	available for private use						1.18	£	1A
Н	Interest-free and low in If the total amount outsta			l £5,000 at a	any time in the year	r, there	e is no need to compl Loan 1	ete t	his sect	ion. Loan 2	
	Number of joint borrower	s (if applic	cable)								
	Amount outstanding at 5	April 2005	5 or at date loan was mad	de if later			£			£	
	Amount outstanding at 5	April 2006	or at date loan was disc	harged if ea	arlier		£			£	
	Maximum amount outsta	nding at a	ny time in the year				£			£	
	Total amount of interest p	paid by the	e borrower in 2005-06 - e	nter "NIL" if	none was paid		£			£	
	Date loan was made in 2	005-06 if a	applicable								
	Date loan was discharge	d in 2005-	06 if applicable								
	Cash equivalent of loans	after ded	ucting any interest paid by	y the borrov	ver	1.19	£	1A	1.19	£	1A
	Private medical treatme	ent or ins	urance		Cost to you		Amount made good or from which tax deducted	_		Cash equivalent	
	Private medical treatmen	nt or insura	ance		£		£	=	1.21	£	1A
J	Qualifying relocation ex Non-qualifying benefits a			l below							
	Excess over £8,000 of all	l qualifyinç	g relocation expenses pay	yments and	benefits for each n	nove			1.22	£	1A
K	Services supplied				Cost to you		Amount made good or from which tax deducted	1		Cash equivalent	
	Services supplied to the	employee			£		£	=	1.22	£	1A
	Assets placed at the en	nployee's	disposal		Annual value plus expenses incurred		Amount made good or from which tax deducted	1		Cash equivalent	
	Description of asset				£	_	£	=	1.22	£	1A
М	Other items (including	subscript	ions and professional f	ees)	Cost to you		Amount made good or from which tax deducted			Cash equivalent	
	Description of other items				£	_	£	]=	1.22	£	1A
	Description of other items				£	7_	£	]_	1.22	f	
	other items				L		L			Tax paid	
	Income tax paid but not o	deducted f	rom director's remunerati	ion					1.22	£	
N	Expenses payments ma	ade to, or	on behalf of, the emplo	yee	Cost to you		Amount made good or from which tax deducted			Taxable payment	
	Travelling and subsistence payments for employee's			ance	£	_	£	]=	1.23	£	
	Entertainment (trading orga enter a tick or a cross as approp		ad P11D Guide and then		£	]-	£	]=	1.23	£	
	General expenses allowa	ance for bu	usiness travel		£		£	]=	1.23	£	
	Payments for use of hom	ne telepho	ne		£	]-	£	]=	1.23	£	
	Non-qualifying relocation	expenses	(those not shown in section J	or M)	£		£	]=	1.23	£	
	Description of other expe	enses			£	]-	£	]=	1.23	£	

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

-	loyer details loyer name			nployee details nployee name							
SC	CRIBE AND CO			Sir Daniel Jame	s I	Moss			a director k here		
Empl	loyer PAYE reference		W	orks number/departme	ent	Na	ational Ins				
LA	AB13			231704-45			SW4563	21A			
Empl	loyers pay Class 1A National Insurance co	ontributions on most benefits	. T	hese are shown in box	ĸes	which are brow	n and ha	ve a	1A	indicate	or
Α	Assets transferred (cars, property, go	oods or other assets)		Cost/ Market value		Amount made goo		Cash eq	uivalent		
	Description of asset			£	_	£	=	1.12	£		1A
В	Payments made on behalf of employe	ee									
	Description of payment							1.12	£		
	Tax on notional payments not borne by	employee within 90 days of	rec	eipt of each notional p	ayn	nent		1.12	£		
С	Vouchers or credit cards			Gross amount		Amount made goo		Cash eq	uivalent		,
	Value of vouchers and payments made (for qualifying childcare vouchers the ex	_		£	_	£	=		f		
D	Living accommodation	200 0 10. 200 0001,						Cash equ	uivalant		
	Cash equivalent of accommodation pro	vided for employee, or his/ h	er f	amily or household				1.14	f		1A
B	Mileage allowance and passenger pa	vments						Taxable	navment		
	Amount of car and mileage allowances and passenger payments, in excess of	paid to employee for busines				·		1.15	£		
F	Cars and car fuel If more than two can	rs were made available, eithe	er a	nt the same time or in s	succ	cession, please	give deta	ails on a	ı separate s	heet	
		Car 1			4	Car 2					1
	Make and Mode	Toyota Supra						7			
	Date first registered	26/04/03						_			
	proved CO2 emissions figure for cars gistered on or after 1 January 1998 Tick	170 g/km		See P11D Guide for				1	See P11D Gu	ide for	
_	if the car does not have an approved CO2 figure	g/km		details of cars that have no approved C02 figure			g/kn		no approved (		
	gine size	2954 cc					СС				
lette	pe of fuel or power used Please use the key er shown in the P11D Guide	Р									
	tes car was available y enter a 'from' or 'to' date if the car was first made	From 22/7/05	7	to 22/3/06	٦	From		to	,		
	ilable and/or ceased to be available in 2005-06 t price of car Including car and standard	22/7/05		22/3/00							
	essories only: if there is no list price, or if it is a ssic car, employers see booklet 480	£ 19969				£					
	Cessories All non-standard accessories,	<b>c</b> 520						7			
	P11D Guide pital contributions (maximum £5,000)	£ 520				£		_			
	employee made towards the cost of or accessories	£				£					
	nount paid by employee for private use of	£				£		7			
Da	e Car te free fuel was withdrawn k if reinstated in year (see P11D Guide)	01/11/2005	<u>/</u>	]							
Ca	sh equivalent of each car	£ 2876.32				£					
	otal cash equivalent of all cars available 2005-06							1.16	£ 2	2876.32	1A
Ca	sh equivalent of fuel for each car	£ 2022				£					
То	otal cash equivalent of fuel for all cars a	available in 2005-06						1.17	£	2022	1A

G	Vans											
	Cash equivalent of all val	ns made available for privat	e use						1.18	£		1A
	Interest-free and low in If the total amount outsta	terest loans nding on all loans does not	exceed £5,000 at a	any time in the	year, th		is no need to comple	ete t	his seci	tion. Loan 2		
	Number of joint borrower	rs (if applicable)										
	Amount outstanding at 5	April 2005 or at date loan w	as made if later				£			£		
	Amount outstanding at 5	April 2006 or at date loan w	as discharged if ea	arlier			£	]		£		
	Maximum amount outsta	nding at any time in the yea	r				£			£		
	Total amount of interest p	paid by the borrower in 2005	5-06 - enter "NIL" ii	f none was pai	d		£			£		
	Date loan was made in 2	005-06 if applicable										
	Date loan was discharge	d in 2005-06 if applicable										
	Cash equivalent of loans	after deducting any interest	paid by the borrow	wer	1.19	9	£	1A	1.19	£		1A
	Private medical treatme	ent or insurance		Cost to you			Amount made good or from which tax deducted	,		Cash equivalent		
	Private medical treatmen	at or insurance		£	343	_	£ 0	=	1.21	£	343	1A
J	Non-qualifying benefits a	xpenses payments and be and expenses go in section h	A and N below									
	Excess over £8,000 of al	I qualifying relocation expen	ses payments and	benefits for ea	ach move	е			1.22	£		1A
K	Services supplied			Cost to you			Amount made good or from which tax deducted			Cash equivalent		
	Services supplied to the	employee		£		_	£	]=	1.22	£		1A
	Assets placed at the en	nployee's disposal		Annual value plus expenses incurre			Amount made good or from which tax deducted	,		Cash equivalent		
	Description of asset			£		-	£	=	1.22	£		1A
M	Other items (including	subscriptions and profess	sional fees)	Cost to you			Amount made good or from which tax deducted			Cash equivalent		
	Description of other items	subscriptions and	fees	£	320	_	£ 0	]=	1.22	£	320	1A
	Description of other items	educational assis	tance	£	3400	_	£	]_	1.22	£	3400	
				~						Tax paid		
	Income tax paid but not o	deducted from director's rem	nuneration						1.22	£		
N	Expenses payments ma	ade to, or on behalf of, the	employee	Cost to you			Amount made good or from which tax deducted			Taxable payment		
	Travelling and subsistend payments for employee's	ce payments (except mileag s own car - see section E)	e allowance	£		_	£	]=	1.23	£		
	Entertainment (trading orga enter a tick or a cross as approp	anisations read P11D Guide and the priate here)	n	£		-	£	]=	1.23	£		
	General expenses allowa	ance for business travel		£		-	£	]=	1.23	£		
	Payments for use of hom	ne telephone		£		-	£	]=	1.23	£		
	Non-qualifying relocation	expenses (those not shown in s	section J or M)	£		-	£	]=	1.23	£		
	Description of other expe	enses		£		_	£	]=	1.23	£		

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

# P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name			<b>Employee o</b> Employee n							
SCRIBE AND CO			Mr Harı	ry John J	ame	s			If a director tick here	
Employer PAYE reference			Works numb	oer/departme	ent	Nati	ional I	nsuran	ce number	
LAB13			231704-	-46		Z	W878	8974D		
Employers pay Class 1A Nation	nal Insurance cont	ributions on most benefits.	These are	shown in box	es v	which are brown	and	have a	1,	A indicator
A Assets transferred (cars	s, property, good	ds or other assets)	Cost/ Mark	et value		Amount made good from which tax dedu		Cash	n equivalent	
Description of asset			£		-	£		= 1.1	2 £	1A
B Payments made on beh	alf of employee									
Description of payment								1.1	2 £	
Tax on notional payment	s not borne by em	nployee within 90 days of re	eceipt of ead	ch notional pa	aym	ent		1.1	2 £	
C Vouchers or credit card	ls		Gross amo	unt		Amount made good from which tax dedu		Cash	n equivalent	
		ing credit cards or tokens	£	13000		£	0	= 1.1		13000
5	ouchers the exce	ss over 200 a week)	L		'				2	
	mmodation provid	ed for employee, or his/ he	or family or h	ousehold				Cash	1 equivalent	1A
			i family of the	louseriolu					4 £	IA
	ge allowances pai	ients id to employee for busines: ximum exempt amounts (8)						Taxa	5 £	
Cars and car fuel If mo		were made available, eithe Car 1	r at the sam	e time or in s		ession, please ( Car 2	give d	letails c	on a separate	sheet
N	lake and Model	Vauxhall Vectra 2	2.0 CD							
D. (		1/0/00								
	first registered	1/9/99								
Approved CO2 emissions figuregistered on or after 1 Janual box if the car does not have an appro	ary 1998 <i>Tick</i>	204 g/km		D Guide for f cars that have			g/	km	See P11D (	Guide for ars that have
Engine size	Vou CO2 inguio	1998	no appro	ved C02 figure	ľ			00	no approve	d C02 figure
Type of fuel or power used Pletter shown in the P11D Guide	lease use the key	P CC			ŀ		7	cc		
Dates car was available		<u> </u>								
Only enter a 'from' or 'to' date if the ca available and/or ceased to be available	le in 2005-06	From	to			From			to	
List price of car Including car an accessories only: if there is no list price	ce, or if it is a	£ 18195			ı	£				
classic car, employers see booklet 48  Accessories All non-standard					ľ			_		
see P11D Guide		£			Į	£				
Capital contributions (maximuthe employee made towards	the cost of	£				£				
car or accessories  Amount paid by employee for						2		_		
the car	private ase of	£ 0	_		ļ	£				
Date free fuel was withdrawn Tick if reinstated in year (see P11D G	uide)							<u> </u>		
Cash equivalent of each car	L	£ 4912.65				£				
Total cash equivalent of all in 2005-06	cars available							1.1	6 £	4912.65 1A
Cash equivalent of fuel for ea	ich car	£ 3888				£				
Total cash equivalent of fu	el for all cars ava	ailable in 2005-06						1.1	7 £	3888 1A

G	Vans													
	Cash equivalent of all va	ns made a	available for private	euse							1.18	£		1A
Н	Interest-free and low in If the total amount outsta			exceed £5,000 at	any time in ti	he year, th	nere	is no need to	o comple	ete t	his seci	tion. Loan 2		
	Number of joint borrower	rs (if applio	cable)					1						
	Amount outstanding at 5	April 2005	5 or at date loan wa	as made if later				£	22600			£		
	Amount outstanding at 5	April 2006	or at date loan wa	as discharged if e	arlier			£	22600			£		
	Maximum amount outsta	nding at a	ny time in the year					£	22600			£		]
	Total amount of interest p	paid by the	e borrower in 2005	-06 - enter "NIL" i	f none was p	aid		£	0			£		
	Date loan was made in 2	2005-06 if a	applicable											]
	Date loan was discharge	d in 2005-	06 if applicable					31/07/0	5					
	Cash equivalent of loans	after ded	ucting any interest	paid by the borro	wer	1.1	9	£ 28	82.50	1A	1.19	£		1A
	Private medical treatme	ent or ins	urance		Cost to you			Amount made g		•		Cash equivalen	ıt	
	Private medical treatmen	nt or insura	nce		£	1200	-	£	0	=	1.21	£	1200	1A
J	Qualifying relocation ex Non-qualifying benefits a													
	Excess over £8,000 of al	ll qualifyin	g relocation expens	ses payments and	l benefits for	each mov	⁄e				1.22	£		1A
K	Services supplied				Cost to you			Amount made g				Cash equivalen	ıt	
	Services supplied to the	employee			£		-	£		=	1.22	£		1A
L	Assets placed at the en	nployee's	disposal		Annual value p			Amount made g				Cash equivalen	ıt	
	Description of asset				£		_	£		]=	1.22	£		1A
M	Other items (including	subscript	ions and profess	ional fees)	Cost to you			Amount made g				Cash equivalen	ıt	
	Description of other items				£		_	£		]=	1.22	£		1A
	Description of other items				£		_	£		]=	1.22	£		
												Tax paid		7
	Income tax paid but not of	deducted f	rom director's rem	uneration							1.22	£		
N	Expenses payments ma	ade to, or	on behalf of, the	employee	Cost to you			Amount made g				Taxable payme	nt	
	Travelling and subsistend payments for employee's			e allowance	£		_	£		=	1.23	£		
	Entertainment (trading organiter a tick or a cross as appropri		nd P11D Guide and ther		£	480	_	£	0	]=	1.23	£	480	
	General expenses allowa	ance for bu	usiness travel		£	56	-	£	0	]=	1.23	£	56	
	Payments for use of hom	ne telephoi	ne		£		-	£		=	1.23	£		
	Non-qualifying relocation	expenses	(those not shown in se	ection J or M)	£		-	£		]=	1.23	£		
	Description of other expe	enses	Telephone		£	165	-	£	30	]=	1.23	£	135	

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

## Note to employee

Employer details Employer name		Employee details Employee name					
SCRIBE AND CO		Mr Dean Mart	in			If a director tick here	
Employer PAYE reference		Works number/dep	artment	National	Insura	ance number	
LAB13		231704-47		JJ96	3774 <i>I</i>	4	
Employers pay Class 1A National Insurance cor	ntributions on most benefits	. These are shown i	n boxes v	vhich are brown and	l have	a 1A	indicator
Assets transferred (cars, property, goo	ds or other assets)	Cost/ Market value		Amount made good or from which tax deducted	Ca	sh equivalent	
Description of asset		£	_	£	= 1.	.12 £	1A
Payments made on behalf of employee							
Description of payment					1.	.12 £	
Tax on notional payments not borne by e	mployee within 90 days of r	eceipt of each notio	nal paym	ent	1.	.12 £	
C Vouchers or credit cards		Gross amount		Amount made good or from which tax deducted	Ca	ish equivalent	
Value of vouchers and payments made u (for qualifying childcare vouchers the exc	_	£		£ 50		.13 £	0
D Living accommodation	,				Ca	ish equivalent	
Cash equivalent of accommodation provide	ded for employee, or his/ he	er family or househo	old			.14 £	4800 1A
Mileage allowance and passenger payr Amount of car and mileage allowances pa and passenger payments, in excess of m	aid to employee for busines					xable payment	
Cars and car fuel If more than two cars  Make and Model	were made available, eithe Car 1 Vauxhall Astra	er at the same time o		ession, please give Car 2	details	on a separate	sheet
Date first registered	01/09/2003						
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO2 figure	132 g/km	See P11D Guide f details of cars that no approved C02	have	(	g/km	See P11D G details of car no approved	rs that have
Engine size	СС				сс		
Type of fuel or power used Please use the key letter shown in the P11D Guide  Dates car was available Only enter a 'from' or 'to' date if the car was first made available and/or ceased to be available in 2005-06  List price of Car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ 15245	to		From		to	
Accessories All non-standard accessories, see P11D Guide  Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories  Amount paid by employee for private use of the car  Date free fuel was withdrawn  Tick if reinstated in year (see P11D Guide)	£ 0.00  £ 2245  £ 0  31/12/05	<b>√</b>		£			
Cash equivalent of each car	£ 1709.59			£			
Total cash equivalent of all cars available in 2005-06					1	.16 £	1709.59 1A
Cash equivalent of fuel for each car	£ 1894			£			
Total cash equivalent of fuel for all cars av	vailable in 2005-06				1	.17 £	1894 1A

9	Vans									
	Cash equivalent of all va	ns made available for private use						1.18	£	1A
	Interest-free and low in If the total amount outsta	terest loans anding on all loans does not exceed £5,00	00 at any time in	the year, th	nere	e is no need to compl Loan 1	ete t	his sec	tion. Loan 2	
	Number of joint borrower	rs (if applicable)								
	Amount outstanding at 5	April 2005 or at date loan was made if la	ter			£			£	
	Amount outstanding at 5	April 2006 or at date loan was discharge	d if earlier			£			£	
	Maximum amount outsta	nding at any time in the year				£			£	
	Total amount of interest p	paid by the borrower in 2005-06 - enter "I	NIL" if none was	; paid		£			£	
	Date loan was made in 2	2005-06 if applicable								
	Date loan was discharge	d in 2005-06 if applicable								
	Cash equivalent of loans	after deducting any interest paid by the l	corrower	1.19	9	£	1A	1.19	£	1A
	Private medical treatme	ent or insurance	Cost to you			Amount made good or from which tax deducted			Cash equivalent	
	Private medical treatmen	nt or insurance	£		-	£	]=	1.21	£	1A
		and expenses go in section M and N belo		or each mov	e'e			1.22	£	1A
<b>(</b>	Services supplied		Cost to you			Amount made good or from which tax deducted	1		Cash equivalent	
	Services supplied to the	employee	£		_	£	=	1.22	£	1A
1	Assets placed at the en	nployee's disposal	Annual value expenses in			Amount made good or from which tax deducted			Cash equivalent	
	Description of asset	other	£	1060	-	£ 0.00	=	1.22	£ 1060	1A
1										
	Other items (including	subscriptions and professional fees)	Cost to you			Amount made good or from which tax deducted			Cash equivalent	
	Other items (including  Description of other items	subscriptions and professional fees)	Cost to you		_		]=	1.22	Cash equivalent	1A
_	Description of other items  Description of	subscriptions and professional fees)	£		_	from which tax deducted	1		£	1A
_	Description of other items	subscriptions and professional fees)			_	from which tax deducted	]=		•	1A
	Description of other items  Description of other items	subscriptions and professional fees)	£		-	from which tax deducted	1		£	1A
J	Description of other items  Description of other items  Income tax paid but not of		£		-	£  Amount made good or	1	1.22	£ Tax paid £	1A
J	Description of other items  Description of other items  Income tax paid but not of the company o	deducted from director's remuneration	£			from which tax deducted $\frac{\mathfrak{E}}{}$	1	1.22	£ Tax paid	1A
1	Description of other items  Description of other items  Income tax paid but not of the companyments may be companyments for employee's	deducted from director's remuneration  ade to, or on behalf of, the employee  ce payments (except mileage allowance s own car - see section E)  anisations read P11D Guide and then	£  Cost to you			£  Amount made good or from which tax deducted	]=	1.22	£  Tax paid £  Taxable payment	14
1	Description of other items  Description of other items  Income tax paid but not of the items  Expenses payments materially and subsistence payments for employee's Entertainment (trading organisms).	deducted from director's remuneration  ade to, or on behalf of, the employee  ce payments (except mileage allowance s own car - see section E)  anisations read P11D Guide and then  oriate here)	£  Cost to you £			£  Amount made good or from which tax deducted  £	]=	1.22	£  Tax paid £  Taxable payment £	1A
J	Description of other items  Description of other items  Income tax paid but not of the items  Expenses payments materially and subsistence payments for employee's Entertainment (trading organism a tick or a cross as appropri	deducted from director's remuneration  ade to, or on behalf of, the employee  ce payments (except mileage allowance s own car - see section E)  anisations read P11D Guide and then  priate here)	£  Cost to you £			£  Amount made good or from which tax deducted  £  £	]=	1.22 1.22 1.23	£  £  Tax paid  £  Taxable payment  £	1A
<b>J</b>	Description of other items  Description of other items  Income tax paid but not of the items  Expenses payments materially and subsistent payments for employee's Entertainment (trading organiter a tick or a cross as appropriate of the items of the item	deducted from director's remuneration  ade to, or on behalf of, the employee  ce payments (except mileage allowance s own car - see section E)  anisations read P11D Guide and then  priate here)	£  Cost to you  £  £			£  Amount made good or from which tax deducted  £  £  £	]=	1.22 1.22 1.23 1.23	£  Tax paid £  Taxable payment £  £	1A

#### Note to employer

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and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details		Empleyee detaile				
Employer details Employer name		Employee details Employee name				
SCRIBE AND CO		Miss Kerry De Ve	re		If a director tick here	
Employer PAYE reference		Works number/departmer	nt 1	National Insura		
LAB13		231704-48		TH1138742	A	
Employers pay Class 1A National Insurance cor	tributions on most benefits	. These are shown in boxe	es which are bro	own and have	a 1A	indicator
A Assets transferred (cars, property, goo	ds or other assets)	Cost/ Market value	Amount made g		ash equivalent	
Description of asset		£	- £	= 1	.12 £	1A
Payments made on behalf of employee				_		
Description of payment				1	.12 f	
Tax on notional payments not borne by el	mployee within 90 days of r	eceipt of each notional pa	yment	1	.12 £	
C Vouchers or credit cards			Amount made g			
Value of vouchers and payments made u (for qualifying childcare vouchers the exce		£	from which tax of		.13 £	
D Living accommodation				Ca	ash equivalent	
Cash equivalent of accommodation provide	ded for employee, or his/ he	er family or household		1	.14 £	1A
Mileage allowance and passenger payr Amount of car and mileage allowances pa and passenger payments, in excess of me	aid to employee for busines				xable payment	
Cars and car fuel If more than two cars	were made available, eithe	er at the same time or in su	Car 2	se give details	on a separate	sheet
Make and Model	Volvo V70 TDI Est	tate	BMW ser	ies 3		
Date first registered	01/08/02		01/03/0	13		
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Τιck	185 g/km	See P11D Guide for details of cars that have	175	g/km	See P11D G	
box if the car does not have an approved CO2 figure	9	no approved C02 figure		9,	no approved	
Engine size	сс		1998	сс		
Type of fuel or power used Please use the key letter shown in the P11D Guide	D		P			
Dates car was available Only enter a 'from' or 'to' date if the car was first made available and/or ceased to be available in 2005-06	From 06/04/05	to 24/09/05	From 1/1	0/05	to 5/04/	06
List price of Car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ 16455		£	22000		
Accessories All non-standard accessories, see P11D Guide	£ 0		£	750		
Capital contributions (maximum £5,000)						
the employee made towards the cost of car or accessories	£ 0.00		£	3000		
Amount paid by employee for private use of the car	£		£	0		
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)						
Cash equivalent of each car	£ 2093.62		£	2226.07		
Total cash equivalent of all cars available in 2005-06				1	.16 £	4319.69 1A
Cash equivalent of fuel for each car	£ 1832		£	1623		
Total cash equivalent of fuel for all cars av	ailable in 2005-06			1	.17 £	3455 1A

G	Vans										
	Cash equivalent of all val	ns made a	available for private use						1.18	£	1A
Н	Interest-free and low in If the total amount outsta			l £5,000 at a	any time in the year	r, there	e is no need to compl Loan 1	ete t	his sect	ion. Loan 2	
	Number of joint borrower	s (if applic	cable)								
	Amount outstanding at 5	April 2005	5 or at date loan was mad	de if later			£			£	
	Amount outstanding at 5	April 2006	or at date loan was disc	harged if ea	arlier		£			£	
	Maximum amount outsta	nding at a	ny time in the year				£			£	
	Total amount of interest p	paid by the	e borrower in 2005-06 - e	nter "NIL" if	none was paid		£			£	
	Date loan was made in 2	005-06 if a	applicable								
	Date loan was discharge	d in 2005-	06 if applicable								
	Cash equivalent of loans	after ded	ucting any interest paid by	y the borrov	ver	1.19	£	1A	1.19	£	1A
	Private medical treatme	ent or ins	urance		Cost to you		Amount made good or from which tax deducted	_		Cash equivalent	
	Private medical treatmen	nt or insura	ance		£		£	=	1.21	£	1A
J	Qualifying relocation ex Non-qualifying benefits a			l below							
	Excess over £8,000 of all	l qualifyinç	g relocation expenses pay	yments and	benefits for each n	nove			1.22	£	1A
K	Services supplied				Cost to you		Amount made good or from which tax deducted	1		Cash equivalent	
	Services supplied to the	employee			£		£	=	1.22	£	1A
	Assets placed at the en	nployee's	disposal		Annual value plus expenses incurred		Amount made good or from which tax deducted	1		Cash equivalent	
	Description of asset				£	_	£	=	1.22	£	1A
М	Other items (including	subscript	ions and professional f	ees)	Cost to you		Amount made good or from which tax deducted			Cash equivalent	
	Description of other items				£	_	£	]=	1.22	£	1A
	Description of other items				£	7_	£	]_	1.22	f	
	other items				L		L			Tax paid	
	Income tax paid but not o	deducted f	rom director's remunerati	ion					1.22	£	
N	Expenses payments ma	ade to, or	on behalf of, the emplo	yee	Cost to you		Amount made good or from which tax deducted			Taxable payment	
	Travelling and subsistence payments for employee's			ance	£	_	£	]=	1.23	£	
	Entertainment (trading orga enter a tick or a cross as approp		ad P11D Guide and then		£	]-	£	]=	1.23	£	
	General expenses allowa	ance for bu	usiness travel		£		£	]=	1.23	£	
	Payments for use of hom	ne telepho	ne		£	]-	£	]=	1.23	£	
	Non-qualifying relocation	expenses	(those not shown in section J	or M)	£		£	]=	1.23	£	
	Description of other expe	enses			£	]-	£	]=	1.23	£	

#### Note to employer

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# P11D EXPENSES AND BENEFITS 2005-06

## Note to employee

Employer details Employer name		Employee details Employee name				
SCRIBE AND CO		Mr James Cartwri	ght		If a director tick here	
Employer PAYE reference		Works number/departmer		National Insura		
LAB13	]	231704-49		OH233874	В	
Employers pay Class 1A National Insurance	contributions on most benefits	s. These are shown in boxe	es which are b	rown and have	a 1A	indicator
A Assets transferred (cars, property, g	oods or other assets)	Cost/ Market value	Amount made from which ta:	-	ish equivalent	
Description of asset	·		- £	= 1		1A
Payments made on behalf of employ	ee					
Description of payment private	education			1	.12 £	78
Tax on notional payments not borne by	employee within 90 days of	receipt of each notional pa	yment	1	.12 £	
C Vouchers or credit cards		Gross amount	Amount made	-	ish equivalent	
Value of vouchers and payments made (for qualifying childcare vouchers the e		£	- £		.13 £	
D Living accommodation				Ca	sh equivalent	
Cash equivalent of accommodation pro	ovided for employee, or his/ h	er family or household		1	.14 £	1A
Mileage allowance and passenger pa Amount of car and mileage allowances and passenger payments, in excess of	paid to employee for busines				xable payment	
Cars and car fuel If more than two ca	ars were made available, eith	er at the same time or in su	ccession, ple	ase give details	on a separate si	heet
Make and Mod	el		J			
Date first registered	d					
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Τick box if the car does not have an approved CO2 figure	g/km	See P11D Guide for details of cars that have no approved C02 figure		g/km	See P11D Gui details of cars no approved C	that have
Engine size	cc	no approved Goz figure		сс	по арргочеи с	102 figure
Type of fuel or power used Please use the key letter shown in the P11D Guide						
Dates car was available Only enter a 'from' or to' date if the car was first made available and/or ceased to be available in 2005-06	From	to	From		to	
List price of Car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£		£			
Accessories All non-standard accessories, see P11D Guide	£		£			
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£		£			
Amount paid by employee for private use of the car	£		£			
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)						
Cash equivalent of each car  Total cash equivalent of all cars availab	£ le		£			
in 2005-06				1	.16 £	1A
Cash equivalent of fuel for each car	£		£			
Total cash equivalent of fuel for all cars	available in 2005-06			1	(1 <b>7</b>	1Δ

G	Vans												
	Cash equivalent of all val	ns made a	vailable for priv	/ate use						1.18	£		1A
H	Interest-free and low in If the total amount outsta			ot exceed £5,000 at	t any time in the	year, th	ere	is no need to comple	ete t	his sec	tion. Loan 2		
	Number of joint borrower	s (if applic	able)										
	Amount outstanding at 5	April 2005	or at date loar	was made if later				£			£		
	Amount outstanding at 5	April 2006	or at date loar	was discharged if e	earlier			£			£		
	Maximum amount outsta	nding at a	ny time in the y	ear				£			£		
	Total amount of interest p	oaid by the	borrower in 20	005-06 - enter "NIL"	if none was pai	d		£			£		
	Date loan was made in 2	005-06 if a	applicable										
	Date loan was discharge	d in 2005-	06 if applicable										
	Cash equivalent of loans	after dedu	ucting any inter	est paid by the borro	ower	1.19	9	£	1A	1.19	£		1A
	Private medical treatme	ent or insu	ırance		Cost to you			Amount made good or from which tax deducted	,		Cash equivalent		
	Private medical treatmen	t or insura	nce		£		-	£	=	1.21	£		1A
J	Qualifying relocation ex Non-qualifying benefits a Excess over £8,000 of al	nd expens	ses go in sectio	n M and N below	d benefits for ea	ach move	е			1.22	£		1A
K	Services supplied				Cost to you			Amount made good or from which tax deducted			Cash equivalent		
	Services supplied to the	employee				1256	-	£ 100	]=	1.22		1156	1A
L	Assets placed at the en	nployee's	disposal		Annual value plus expenses incurre			Amount made good or from which tax deducted			Cash equivalent		
	Description of asset				£		_	£	]=	1.22	£		1A
M	Other items (including	subscript	ions and profe	essional fees)	Cost to you			Amount made good or from which tax deducted			Cash equivalent		
	Description of other items				£		_	£	]=	1.22	£		1A
	Description of other items				£		_	£	]_	1.22	£		
											Tax paid		
	Income tax paid but not o	deducted f	rom director's r	emuneration						1.22	£		
N	Expenses payments ma	ade to, or	on behalf of, t	he employee	Cost to you			Amount made good or from which tax deducted			Taxable payment		
	Travelling and subsistent payments for employee's				£	466	_	£ 0	]=	1.23	£	466	
	Entertainment (trading organismenter a tick or a cross as appropri		d P11D Guide and	then	£		-	£	]=	1.23	£		
	General expenses allowa	ance for bu	ısiness travel		£		_	£	]=	1.23	£		
	Payments for use of hom	e telephor	ne		£		_	£	]=	1.23	£		
	Non-qualifying relocation	expenses	(those not shown	in section J or M)	£		-	£	]=	1.23	£		
	Description of other expe	enses			£		-	£	]=	1.23	£		

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

# P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name		•	loyee details loyee name					
SCRIBE AND CO		Dr	Mike-John We	stv	vood		If a director tick here	./
Employer PAYE reference		Work	s number/departme	ent	National	Insura	nce number	
LAB13		23	31704-50		ME453	8874_		
Employers pay Class 1A National Insurance co	ntributions on most benefits	s. The	se are shown in box	es	which are brown and	have a	1A	indicator
Assets transferred (cars, property, goo	ods or other assets)	Co	ost/ Market value		Amount made good or from which tax deducted	Cas	h equivalent	
Description of asset		£		-	£		12 £	1A
Payments made on behalf of employee	e							
Description of payment						1.	12 £	
Tax on notional payments not borne by e	employee within 90 days of	receip	ot of each notional pa	ayn	nent	1.	12 £	
C Vouchers or credit cards		G	ross amount		Amount made good or from which tax deducted	Cas	h equivalent	
Value of vouchers and payments made u	_			_	£		13 £	
D Living accommodation	·					Cas	h equivalent	
Cash equivalent of accommodation prov	ided for employee, or his/ h	er fam	nily or household				14 £	1A
Mileage allowance and passenger pay	ments					Tax	able payment	
Amount of car and mileage allowances p and passenger payments, in excess of m						1.	15 £	
Cars and car fuel If more than two cars	s were made available, eithe	er at ti	he same time or in s	succ	cession, please give o	letails (	on a separate s	heet
	Car 1			۹	Car 2			
Make and Model				4				
Date first registered								
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick			See P11D Guide for				See P11D Gui	de for
box if the car does not have an approved CO2 figure	g/km		details of cars that have no approved C02 figure		g/	/km	no approved C	
Engine size	сс					сс		
Type of fuel or power used Please use the key letter shown in the P11D Guide								
Dates car was available Only enter a 'from' or 'to' date if the car was first made	From	to		٩	From		to	
available and/or ceased to be available in 2005-06	110111			4				
List price of car Including car and standard accessories only: if there is no list price, or if it is a								
classic car, employers see booklet 480	£				£			
Accessories All non-standard accessories, see P11D Guide	£				£			
Capital contributions (maximum £5,000)						_		
the employee made towards the cost of car or accessories	£				£			
Amount paid by employee for private use of the car	£				£			
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)								
Cash equivalent of each car	£				£			
Total cash equivalent of all cars available in 2005-06					~	1.	16 £	1A
Cash equivalent of fuel for each car	£				£			
Total cash equivalent of fuel for all cars a	vailable in 2005-06					1.	17 £	1 <u>A</u>

3	Vans													
	Cash equivalent of all va	ns made a	vailable for priva	te use							1.18	£	500	1.6
1	Interest-free and low in If the total amount outsta			exceed £5,000 at	any time in th	e year, tı	here	e is no need to d	compl	ete t	his sect	ion. Loan 2		
	Number of joint borrower	s (if applic	able)											
	Amount outstanding at 5	April 2005	or at date loan v	vas made if later				£				£		
	Amount outstanding at 5	April 2006	or at date loan v	vas discharged if e	earlier			£				£		
	Maximum amount outsta	nding at ar	ny time in the yea	ar				£				£		
	Total amount of interest	paid by the	borrower in 200	5-06 - enter "NIL"	if none was pa	nid		£				£		7
	Date loan was made in 2	:005-06 if a	applicable											
	Date loan was discharge	06 if applicable							]				-	
	Cash equivalent of loans			t paid by the borre	nwer.	1.1	9	f		1A	1.19	f		1.
	Cash equivalent of loans	aner dedu	oung any meres	n paid by the boff.	, <b>γγ</b> ∇ Ι			L		نقند		L		
	Private medical treatme	ent or insu	ırance		Cost to you		1	Amount made good from which tax ded		7		Cash equ	ivalent	
	Private medical treatmen	it or insura	nce		£	500	_	£	0	=	1.21	£	500	1
	Qualifying relocation expenses payments and benefits  Non-qualifying benefits and expenses go in section M and N below													
	Excess over £8,000 of al	I qualifying	relocation exper	nses payments an	d benefits for e	each mov	/e				1.22	£	4500	1
3	Excess over £8,000 of all Services supplied	l qualifying	relocation exper	nses payments an	d benefits for e	each mov	ve	Amount made good from which tax ded			1.22	£  Cash equ		1
3			relocation exper	nses payments an		each mov	/e ]			]=	1.22	~		1
3	Services supplied	employee		nses payments an	Cost to you £  Annual value pla	JS	/e ] _	from which tax ded  £  Amount made good	ucted d or	]=		Cash equ	ivalent	1
3	Services supplied Services supplied to the	employee		nses payments an	Cost to you	JS		from which tax ded	ucted d or	]=		Cash equ	ivalent	1
	Services supplied Services supplied to the Assets placed at the en	employee nployee's	disposal		Cost to you  £  Annual value ple expenses incurred.	JS		from which tax ded  £  Amount made good	d or ucted	]=	1.22	Cash equ	ivalent ivalent	1
	Services supplied Services supplied to the Assets placed at the en Description of asset	employee nployee's subscripti	disposal	sional fees)	Cost to you  £  Annual value pluexpenses incurre	JS	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good	d or ucted	]=	1.22	Cash equ £ Cash equ	ivalent ivalent	1 1 1
	Services supplied Services supplied to the  Assets placed at the en Description of asset  Other items (including Description of other items Description of	employee nployee's subscripti	disposal ions and profes	sional fees)	Cost to you  £  Annual value pluexpenses incurro £  Cost to you	us ed	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £	d or ucted	]=	1.22	Cash equ £ Cash equ £ Cash equ	ivalent ivalent ivalent	1
	Services supplied Services supplied to the  Assets placed at the en Description of asset  Other items (including Description of other items	employee nployee's subscripti	disposal ions and profes	sional fees)	Cost to you  £  Annual value pluexpenses incurro £  Cost to you	us ed	] _ ] _	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded	d or ucted	]=	1.22	£ Cash equ £ Cash equ	ivalent ivalent ivalent	1
	Services supplied Services supplied to the  Assets placed at the en Description of asset  Other items (including Description of other items Description of	employee's subscripti	disposal  ions and profes  tional assis	sional fees)	Cost to you  £  Annual value pluexpenses incurro £  Cost to you	us ed	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £	d or ucted	]=	1.22	£ Cash equ £ Cash equ £ £	ivalent ivalent ivalent	1
	Services supplied Services supplied to the  Assets placed at the en Description of asset  Other items (including Description of other items  Description of other items	employee's subscripti educat	disposal  ions and profes  tional assis	sional fees)	Cost to you  £  Annual value pluexpenses incurro £  Cost to you  £	us ed	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £  £	d or ucted  d or ucted  O	]=	1.22 1.22 1.22	Cash equ £ Cash equ £ Cash equ £ Tax paid £	ivalent ivalent  1200	1
1	Services supplied Services supplied to the Assets placed at the en Description of asset  Other items (including Description of other items  Description of other items  Income tax paid but not of Expenses payments ma Travelling and subsistence	employee's subscripti educat deducted fr	disposal  ions and profes  tional assis  rom director's rer  on behalf of, the	sional fees) stance CL1A muneration e employee	Cost to you  £  Annual value ple expenses incurre £  Cost to you  £	us ed	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded	d or ucted  d or ucted  O	]=	1.22 1.22 1.22	£ Cash equ £ Cash equ £ £	ivalent ivalent  1200	1
4	Services supplied Services supplied to the Assets placed at the en Description of asset  Other items (including Description of other items  Description of other items  Income tax paid but not of Expenses payments ma	employee's subscripti educate deducted fr ade to, or ace paymen s own car -	disposal  ions and profes  tional assis  rom director's rer  on behalf of, the ts (except mileae see section E)	sional fees) stance CL1A muneration e employee ge allowance	Cost to you  £  Annual value pluexpenses incurro £  Cost to you  £	us ed	]-	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £  £	d or ucted  d or ucted  O	]= ]= ]=	1.22 1.22 1.22 1.22	Cash equ £ Cash equ £ Cash equ £ Tax paid £	ivalent ivalent  1200	1
	Services supplied  Services supplied to the  Assets placed at the ent Description of asset  Other items (including) Description of other items  Description of other items  Income tax paid but not of the items  Expenses payments may arrayelling and subsistence payments for employee's Entertainment (trading organical incomes items)	employee's subscripti educat deducted fr ade to, or ace paymen as own car -	disposal  ions and profes  tional assis  rom director's rer  on behalf of, the  ts (except mileac see section E)  d P11D Guide and the	sional fees) stance CL1A muneration e employee ge allowance	Cost to you  £  Annual value ple expenses incurre £  Cost to you  £  Cost to you	1200	]-	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £	d or ucted  d or ucted  O	]= ]= ]=	1.22 1.22 1.22 1.22	Cash equ £ Cash equ £ Cash equ £ Tax paid £	ivalent ivalent 1200	1
	Services supplied  Services supplied to the  Assets placed at the end Description of asset  Other items (including)  Description of other items  Description of other items  Income tax paid but not of other items  Expenses payments may array and subsistent payments for employee's Entertainment (trading organizer a tick or a cross as appropried)	employee's subscripti educat deducted fr ade to, or a ce paymen s own car -	disposal  ions and profes  tional assis  rom director's rer  on behalf of, the ts (except mileae see section E) d P11D Guide and the	sional fees) stance CL1A muneration e employee ge allowance	Cost to you  £  Annual value plue expenses incurre £  Cost to you  £  Cost to you  £  £	1200	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £  £  Amount made good from which tax ded  £  £	d or ucted  d or ucted  O	]= ]= ]= ]=	1.22 1.22 1.22 1.22 1.23	Cash equ £ Cash equ £ Cash equ £ Tax paid £	ivalent ivalent 1200	1
4	Services supplied Services supplied to the Assets placed at the end Description of asset  Other items (including) Description of other items  Description of other items  Income tax paid but not of other items  Travelling and subsistence payments for employee's Entertainment (trading organization at the or	employee's subscripti educat deducted fr ade to, or ce paymen s own car - anisations reac priate here) ance for bu	disposal  disposal  dions and profes  tional assis  rom director's rer  on behalf of, the  its (except mileaces esection E)  d P11D Guide and the  disiness travel	sional fees)  stance CL1A  muneration  e employee  ge allowance	Cost to you  £  Annual value pluexpenses incurro £  Cost to you  £  Cost to you  £	1200	] -	from which tax ded  £  Amount made good from which tax ded  £  Amount made good from which tax ded  £  £  Amount made good from which tax ded  £  £	d or ucted  d or ucted  O	]= ]= ]= ]=	1.22 1.22 1.22 1.22 1.23 1.23	Cash equ £ Cash equ £ Cash equ £ Tax paid £	ivalent ivalent 1200	1

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

## Note to employee

Employer details Employer name		Employee details Employee name				
SCRIBE AND CO		Ms Jennifer Sar	ah Wood		If a director tick here	
Employer PAYE reference		Works number/departme	ent	National Insur	rance number	
LAB13		231704-51		AB364579	9A	
Employers pay Class 1A National Insurance con	ntributions on most benefits	. These are shown in bo	xes which are	brown and have	e a 1A	indicator
Assets transferred (cars, property, god	ods or other assets)	Cost/ Market value	Amount mad from which to	-	Cash equivalent	
Description of asset		£	_ £	=	1.12 £	1A
B Payments made on behalf of employee	•					
Description of payment					1.12 £	
Tax on notional payments not borne by e	mployee within 90 days of r	receipt of each notional p	payment		1.12 £	
C Vouchers or credit cards		Gross amount	Amount mad from which to	-	Cash equivalent	
Value of vouchers and payments made under the vouchers the exception of the volume of	•	£	] - [£	=	1.13 £	
D Living accommodation				C	Cash equivalent	
Cash equivalent of accommodation provi	ided for employee, or his/ he	er family or household			1.14 £	1A
Mileage allowance and passenger pay Amount of car and mileage allowances p and passenger payments, in excess of m	aid to employee for busines				1.15 £	
Cars and car fuel If more than two cars  Make and Model	c were made available, either Car 1  Ford Mondeo	er at the same time or in	succession, ple	ease give detail	ls on a separate s	sheet
Date first registered	31/01/97					
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO2 figure	g/km	See P11D Guide for details of cars that have no approved C02 figure		g/km	See P11D Gu details of cars no approved (	s that have
Engine size  Type of fuel or power used Please use the key letter shown in the P11D Guide  Dates car was available  Only enter a 'from' or 'to' date if the car was first made available and/or ceased to be available in 2005-06  List price of car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	From 12045	to	From	сс	to	
Accessories All non-standard accessories, see P11D Guide Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories Amount paid by employee for private use of the car Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)	£ 0  £ 500  01/02/06		£			
Cash equivalent of each car	£ 2149.90		£			
Total cash equivalent of all cars available in 2005-06					1.16 £ 2	2149.90 1A
Cash equivalent of fuel for each car	£ 2621		£			
Total cash equivalent of fuel for all cars as	vailable in 2005-06				1.17 £	2621 1A

G	Vans												
	Cash equivalent of all val	ns made a	vailable for private	use						1.18	£		1A
	Interest-free and low in If the total amount outsta			cceed £5,000 at	any time in the	year, the		is no need to comple	ete t	his sect	ion. Loan 2		
	Number of joint borrower	s (if applic	cable)										
	Amount outstanding at 5	April 2005	or at date loan was	s made if later				£			£		
	Amount outstanding at 5	April 2006	or at date loan was	s discharged if e	arlier		£			£			
	Maximum amount outsta	nding at a	ny time in the year					£			£		
	Total amount of interest p	oaid by the	e borrower in 2005-0	06 - enter "NIL" i	f none was paic	1		£			£		
	Date loan was made in 2	005-06 if a	applicable										
	Date loan was discharge	Date loan was discharged in 2005-06 if applicable											
	Cash equivalent of loans	after dedu	ucting any interest p	aid by the borro	wer	1.19		£	1A	1.19	£		1A
	Private medical treatme	ent or insi	urance		Cost to you			Amount made good or from which tax deducted	_		Cash equivalent		
	Private medical treatmen	t or insura	ince		£		-	£	=	1.21	£		1A
J	Qualifying relocation ex Non-qualifying benefits a												
	Excess over £8,000 of all	es payments and	l benefits for ea	ch move				1.22	£		1A		
K	Services supplied		Cost to you			Amount made good or from which tax deducted	1		Cash equivalent				
	Services supplied to the	employee			£	276 -	-	£	]=	1.22	£	276	1A
	Assets placed at the en	nployee's	disposal		Annual value plus expenses incurred	i		Amount made good or from which tax deducted	,		Cash equivalent		
	Description of asset	other			£	756 -	-	£ 0	=	1.22	£	756	1A
M	Other items (including	subscript	ions and profession	onal fees)	Cost to you			Amount made good or from which tax deducted			Cash equivalent		
	Description of other items				£		-	£	]=	1.22	£		1A
	Description of other items				£		_	£	]_	1.22	£		
	outer items							L			Tax paid		
	Income tax paid but not o	deducted f	rom director's remu	neration						1.22	£		
N	Expenses payments ma	ade to, or	on behalf of, the e	mployee	Cost to you			Amount made good or from which tax deducted			Taxable payment		
	Travelling and subsistence payments for employee's			allowance	£			£	]=	1.23	£		
	Entertainment (trading orga enter a tick or a cross as approp		nd P11D Guide and then		£		-	£	]=	1.23	£		
	General expenses allowa	ance for bu	usiness travel		£		-	£	=	1.23	£		
	Payments for use of hom	e telephoi	ne		£		-	£	]=	1.23	£		
	Non-qualifying relocation	expenses	(those not shown in sec	etion J or M)	£		-	£	]=	1.23	£		
	Description of other expe	enses			£		-	£	]=	1.23	£		

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

# P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name		Employee details Employee name								
SCRIBE AND CO		Sir Andrew Marks	S		If a director					
Employer PAYE reference		Works number/departme	ent	National Insura	tick here ince number					
LAB13		231704-52		KL374500E	374500B					
Employers pay Class 1A National Insurance con	ntributions on most benefits	. These are shown in box	es which are b	rown and have	a 1A	indicator				
A Assets transferred (cars, property, goo	ods or other assets)	Cost/ Market value	Amount made from which tax	-	sh equivalent					
Description of asset property		£ 25000	- £		.12 £	20000 1A				
B Payments made on behalf of employee	)									
Description of payment				1.	.12 £					
Tax on notional payments not borne by e	mployee within 90 days of r	eceipt of each notional pa	ayment	1.	.12 £					
C Vouchers or credit cards		Gross amount	Amount made from which tax	-	sh equivalent					
Value of vouchers and payments made u			- £		.13 <sub>F</sub>					
(for qualifying childcare vouchers the exc	ess over £50 a week)	£	<u>L</u>		Ł					
-	ided for employee, or big/be	or family or boundhold			sh equivalent	10				
Cash equivalent of accommodation provi		er ramily or nousehold			.14 £	1A				
Mileage allowance and passenger payer  Amount of car and mileage allowances p  and passenger payments, in excess of m	aid to employee for busines				xable payment	725				
Cars and car fuel If more than two cars	were made available, eithe	er at the same time or in s	cuccession, plea	ase give details	on a separate s	sheet				
Make and Model	Lexus iS 200S									
Date first registered	21/12/99									
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick box if the car does not have an approved CO2 figure	190 g/km	See P11D Guide for details of cars that have no approved C02 figure		g/km	See P11D Gu details of cars	s that have				
Engine size	2200 cc	no approved Goz ngure		СС	по аррготей	Soz rigure				
Type of fuel or power used Please use the key letter shown in the P11D Guide	P									
Dates car was available Only enter a 'from' or 'to' date if the car was first made available and/or ceased to be available in 2005-06	From 31/7/05	to 28/2/06	From		to					
List price of Car Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£ 20750		£							
Accessories All non-standard accessories, see P11D Guide	£ 0.00		£							
Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£ 0.00		£							
Amount paid by employee for private use of the car	£ 0.00		£							
Date free fuel was withdrawn Tick if reinstated in year (see P11D Guide)										
Cash equivalent of each car	£ 3027.23		£							
Total cash equivalent of all cars available in 2005-06				1.	.16 £	3027.23 1A				
Cash equivalent of fuel for each car	£ 2101		£							
Total cash equivalent of fuel for all cars as	vailable in 2005-06			1	17 c	2101 1A				

Cash equivalent of all vans made available for private use					1.18	£	1A
Interest-free and low interest loans If the total amount outstanding on all loans does not exceed £5,000 at	any time in the year, th	here	e is no need to comple Loan 1	ete i	this seci	tion. Loan 2	
Number of joint borrowers (if applicable)							
Amount outstanding at 5 April 2005 or at date loan was made if later			£			£	]
Amount outstanding at 5 April 2006 or at date loan was discharged if ea	arlier		£			£	]
Maximum amount outstanding at any time in the year			£			£	]
Total amount of interest paid by the borrower in 2005-06 - enter "NIL" in	if none was paid		£			£	]
Date loan was made in 2005-06 if applicable							]
Date loan was discharged in 2005-06 if applicable							]
Cash equivalent of loans after deducting any interest paid by the borrow	wer 1.1	9	£	1A	1.19	£	1A
Private medical treatment or insurance	Cost to you		Amount made good or from which tax deducted			Cash equivalent	
Private medical treatment or insurance	£	_	£	]=	1.21	£	1A
Qualifying relocation expenses payments and benefits  Non-qualifying benefits and expenses go in section M and N below							
Excess over £8,000 of all qualifying relocation expenses payments and	d benefits for each mov	/e			1.22	£	1A
K Services supplied	Cost to you		Amount made good or from which tax deducted			Cash equivalent	
Services supplied to the employee	£	_	£	=	1.22	£	1A
Assets placed at the employee's disposal	Annual value plus expenses incurred		Amount made good or from which tax deducted			Cash equivalent	
Description of asset	£	_	£	=	1.22	£	1A
Other items (including subscriptions and professional fees)	Cost to you		Amount made good or from which tax deducted			Cash equivalent	
Description of other items	£	_	£	]=	1.22	£	1A
Description of		_		]_	1.22	I.	7
other items	£		£	]_	1.22	£ Tax paid	_
Income tax paid but not deducted from director's remuneration					1.22	£	
Expenses payments made to, or on behalf of, the employee	•		Amount made good or				
Travelling and subsistence payments (except mileage allowance payments for employee's own car - see section E)	£	_	from which tax deducted	]=	1.23	Taxable payment £	
Entertainment (trading organisations read P11D Guide and then enter a tick or a cross as appropriate here)	£	-	£	]=	1.23	£	
General expenses allowance for business travel	£	_	£	]=	1.23	£	
Payments for use of home telephone	£	-	£	]=	1.23	£	
Non-qualifying relocation expenses (those not shown in section J or M)	£ 600	-	£ 0.00	]=	1.23	£ 600	
Description of other expenses	£	_	£	]=	1.23	£	
							-

#### Note to employer

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and employees throughout the rest of this form. Send the completed P11D and form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name		oloyee details oloyee name						
SCRIBE AND CO			aula Robinson				If a director tick here	
Employer PAYE reference		Wor	ks number/departme	ent	National I	nsurar	ice number	, L
LAB13					NOT K	NOWN		
Employers pay Class 1A National Insurance co	ntributions on most benefits	s. The	ese are shown in box	es	which are brown and I	nave a	1A	indicator
Assets transferred (cars, property, go	ods or other assets)	(	Cost/ Market value		Amount made good or from which tax deducted	Cast	n equivalent	
Description of asset			£	-	£	= 1.1	2 £	1A
B Payments made on behalf of employee	e							
Description of payment						1.1	2 £	
Tax on notional payments not borne by	employee within 90 days of	recei	pt of each notional pa	ayn	nent	1.1	2 £	
C Vouchers or credit cards		(	Gross amount		Amount made good or from which tax deducted	Cash	n equivalent	
Value of vouchers and payments made of (for qualifying childcare vouchers the exception)	_		£	-	£	= 1.1		
D Living accommodation						Cash	n equivalent	
Cash equivalent of accommodation prov	ided for employee, or his/ h	er fa	mily or household			1.1		3300 1A
Mileage allowance and passenger pay						Taxa	able payment	
Amount of car and mileage allowances p and passenger payments, in excess of n						1.1	5 £	
Cars and car fuel If more than two cars	s were made available, eithe	er at	the same time or in s	SUC	cession, please give d	etails d	on a separate si	heet
	Car 1				Car 2			
Make and Model				╛				
Date first registered								
Approved CO2 emissions figure for cars registered on or after 1 January 1998 Tick			See P11D Guide for				See P11D Gui	de for
box if the car does not have an approved CO2 figure	g/km		details of cars that have no approved C02 figure		g/l	km  	details of cars no approved C	
Engine size	сс					СС		
Type of fuel or power used Please use the key letter shown in the P11D Guide								
Dates car was available Only enter a 'from' or 'to' date if the car was first made	From	T to		٩	From		to	
available and/or ceased to be available in 2005-06  List price of car Including car and standard		"						
accessories only: if there is no list price, or if it is a classic car, employers see booklet 480	£				£			
Accessories All non-standard accessories,					~	_		
see P11D Guide	£				£			
Capital contributions (maximum £5,000) the employee made towards the cost of	£				£			
car or accessories  Amount paid by employee for private use of						_		
the car  Date free fuel was withdrawn	£				£			
Tick if reinstated in year (see P11D Guide)						<u> </u>		
Cash equivalent of each car  Total cash equivalent of all cars available	£				£			
in 2005-06						1.1	6 £	1A
Cash equivalent of fuel for each car	£				£			
Total cash equivalent of fuel for all cars a	vailable in 2005-06					1.1	7 £	1A

G	Vans													
	Cash equivalent of all val	ns made a	vailable for priva	te use						1.18	£	500	1A	
	Interest-free and low in If the total amount outsta			t exceed £5,000 at	any time in the	year, th	nere	is no need to comple	ete t	this sec	tion. Loan 2			
	Number of joint borrower	s (if applic	able)											
	Amount outstanding at 5	April 2005	or at date loan	was made if later				£			£			
	Amount outstanding at 5	April 2006	or at date loan	was discharged if e	arlier			£			£			
	Maximum amount outsta	nding at a	ny time in the yea	ar				£			£			
	Total amount of interest p	oaid by the	borrower in 200	5-06 - enter "NIL" i	f none was paid	d		£			£			
	Date loan was made in 2	005-06 if a	applicable											
	Date loan was discharge	•												
	Cash equivalent of loans	after dedu	ucting any interes	st paid by the borro	wer	1.19	9	£	1A	1.19	£		1A	
	Private medical treatme	ent or insu	ırance		Cost to you				•		Cash equivalent			
	Private medical treatmen	t or insura	nce		£		_	£	=	1.21	£		1A	
J	Non-qualifying benefits a	nd expens	ses go in section	M and N below	I benefits for ea	ich mov	'e			1.22	£		1A	
K	Services supplied	on-qualifying benefits and expenses go in section M and N b access over £8,000 of all qualifying relocation expenses paym			Cost to you			Amount made good or from which tax deducted			Cash equivalent			
	Services supplied to the	employee			£		-	£	]=	1.22	£		1A	
L	Assets placed at the en	nployee's	disposal					Amount made good or from which tax deducted			Cash equivalent			
	Description of asset				£		_	£	=	1.22	£		1A	
M	Other items (including	subscript	ions and profes	sional fees)	Cost to you			•			Cash equivalent			
	Description of other items				£		_	£	]=	1.22	£		1A	
	Description of other items				t		_	f	]_	1.22	£			
					~						Tax paid			
	Income tax paid but not o	deducted f	rom director's rei	muneration						1.22	£			
N	Expenses payments ma	ade to, or	on behalf of, th	e employee	Cost to you						Taxable payment			
				ge allowance	£		-	£	]=	1.23	£			
			d P11D Guide and th	en	£		-	£	]=	1.23	£			
	General expenses allowa	ance for bu	isiness travel		£	150	-	£ 0	=	1.23	£	150		
	Payments for use of hom	e telephor	ne		£		-	£	]=	1.23	£			
	Non-qualifying relocation	cess over £8,000 of all qualifying relocation expenses payr  rvices supplied  rvices supplied to the employee's disposal  scription of asset  her items (including subscriptions and professional feature items  scription of aer items  scription of aer items  come tax paid but not deducted from director's remuneration  penses payments made to, or on behalf of, the employ avelling and subsistence payments (except mileage allowary ments for employee's own car - see section E)  tertainment (trading organisations read P11D Guide and then er a tick or a cross as appropriate here)  eneral expenses allowance for business travel  yments for use of home telephone					-	- £ =			23 £			
	Description of other expe	enses			£		_	£	]=	1.23	£			
Total amount of interest paid by the borrower in 2005-06 - enter "Nil" if none was paid  Date loan was made in 2005-06 if applicable  Cash equivalent of loans after deducting any interest paid by the borrower  1.19														

#### Note to employer

Complete this return for a director, or an employee who earned at a rate of £8,500 a year or more during the year 6 April 2005 to 5 April 2006. Do not include expenses and benefits covered by a dispensation or PAYE settlement agreement. Read the P11 Guide and booklet 480, Chapters 24 and 25, before you complete the form. You must give a copy of this information to the director or employee by 6 July 2006. The term employee is used to cover both directors and employees throughout the rest of this form.

Send the completed P11D and

### form P11D(b) to HM Revenue & Customs by 6 July 2006.

## P11D EXPENSES AND BENEFITS 2005-06

### Note to employee

Employer details Employer name			iployee details iployee name						
SCRIBE AND CO			I	Mr Luke Sky-Wal	kei	r		If a director tick here	
Employer PAYE reference			Wo	orks number/departme	ent	Nat	tional Inst		
LAB13			2	231704-53		2	ГН11382	9_	
Employers pay Class 1A Nat	tional Insurance co	ntributions on most benefits	s. Th	nese are shown in box	(es	which are brow	n and hav	/e a 1	A indicator
Assets transferred (c	cars, property, go	ods or other assets)		Cost/ Market value		Amount made good from which tax ded		Cash equivalent	
Description of asset				£	-	£	=	1.12 £	1A
B Payments made on b	ehalf of employe	е							
Description of paymer	nt season tid	ckets						1.12 £	300
Tax on notional paym	ents not borne by e	employee within 90 days of i	rece	eipt of each notional pa	aym	nent		1.12 £	
C Vouchers or credit c	ards			Gross amount		Amount made good from which tax ded		Cash equivalent	
		using credit cards or tokens cess over £50 a week)		£	_	£	=	1.13 £	
D Living accommodation	on							Cash equivalent	
Cash equivalent of ac	commodation prov	ided for employee, or his/ h	er fa	amily or household				1.14 £	1A
Mileage allowance a								Taxable payment	
Amount of car and mi		paid to employee for busines naximum exempt amounts (						1.15 £	
Cars and car fuel If	more than two cars	s were made available, eithe	er at	t the same time or in s	succ	cession, please	give deta	nils on a separate	sheet
		Car 1				Car 2			
	Make and Model				╛				
Da	ate first registered								
Approved CO2 emissions registered on or after 1 Jan	~			See P11D Guide for				See P11D	Guide for
box if the car does not have an ap	•	g/km		details of cars that have no approved C02 figure			g/km	, L	ars that have od C02 figure
Engine size		СС					cc		
Type of fuel or power used letter shown in the P11D Guide	Please use the key								
Dates car was available Only enter a 'from' or 'to' date if th		From	7 t	to	٦	From		to	
available and/or ceased to be ava List price of car Including ca					-				
accessories only: if there is no list classic car, employers see bookle	price, or if it is a	£				£			
Accessories All non-stand	dard accessories,					_			
see P11D Guide Capital contributions (max	imum £5.000)	£				£			
the employee made toward	· · · · · · · · · · · · · · · · · · ·	£				£			
Amount paid by employee	for private use of	£				£			
the car  Date free fuel was withdra  Tick if reinstated in year (see P11.	WN D. Guide)								
Cash equivalent of each can		6							
Total cash equivalent of in 2005-06		£				£		1.16 £	1A
Cash equivalent of fuel for	each car	c				£		L.	
Total cash equivalent of		vailable in 2005-06				L		1.17 <sub>£</sub>	1A

G	Vans												
	Cash equivalent of all va	ns made a	available for private use							1.18	£		1A
Н	Interest-free and low in If the total amount outsta		ins all loans does not exceed £5,000 a	nt any time in ti	he year, th	ere	is no need to	comple	ete i	this sec	tion. Loan 2		
	Number of joint borrower	s (if applio	cable)				1						
	Amount outstanding at 5	April 2005	5 or at date loan was made if later				£ 1	.0000			£		]
	Amount outstanding at 5	April 2006	6 or at date loan was discharged if	earlier			£ 17400				£		
	Maximum amount outsta	nding at a	ny time in the year				£ 1	7400			£		]
	Total amount of interest	paid by the	e borrower in 2005-06 - enter "NIL"	" if none was p	aid		£	0			£		]
	Date loan was made in 2	005-06 if	applicable										
	Date loan was discharge	d in 2005-	06 if applicable				31/07/0	5					]
	Cash equivalent of loans	after ded	ucting any interest paid by the borr	ower	1.19	9	£ 17	1.25	1A	1.19	£		1A
	Private medical treatme	ent or ins	urance	Cost to you			Amount made go				Cash equivalent		
	Private medical treatmen	nt or insura	ance	£	250	_	£	0	=	1.21	£	250	1A
J	Qualifying relocation en Non-qualifying benefits a		payments and benefits ses go in section M and N below										
	Excess over £8,000 of al	l qualifyin	g relocation expenses payments ar	nd benefits for	each mov	e				1.22	£		1A
K	Services supplied			Cost to you			Amount made good or from which tax deducted				Cash equivalent		
	Services supplied to the	employee		£		_	£		=	1.22	£		1A
L	Assets placed at the en	nployee's	disposal	Annual value p			Amount made go from which tax d				Cash equivalent		
	Description of asset	corpo	rate hospitality	£	350	-	£	50	=	1.22	£	300	1A
M		subscript	ions and professional fees)	Cost to you			Amount made go from which tax d				Cash equivalent		
	Description of other items	educa	tional assistance CL1A	£	2000	_	£	500	]=	1.22	£	1500	1A
	Description of other items	other		£	250	_	£	0	]=	1.22	£	250	
											Tax paid		7
	Income tax paid but not of	deducted f	rom director's remuneration							1.22	£	55	
N	Expenses payments ma	ade to, or	on behalf of, the employee	Cost to you			Amount made go from which tax d				Taxable paymen	t	
	Travelling and subsistent payments for employee's		nts (except mileage allowance see section E)	£		-	£		]=	1.23	£		
	Entertainment (trading organier a tick or a cross as approp		ad P11D Guide and then	£		_	£		]=	1.23	£		
	General expenses allowa	ance for bu	usiness travel	£		_	£		]=	1.23	£		]
	Payments for use of hom	ne telepho	ne	£		-	£		]=	1.23	£		
	Non-qualifying relocation	expenses	(those not shown in section J or M)	£		_	£		]=	1.23	£		
	Description of other expe	enses		£		-	£		]=	1.23	£		