

***Departmental P11D Returns for Tax Year 2019 / 2020***

***NIL RETURN ONLY***

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| **Department or Unit:** |  | **Dept Code** |  |  |

**A signed declaration using this form is still required if you have no items to declare.**

**Introduction and Instructions for Completion:**

The University is required to complete P11D returns to HM Revenue & Customs (HMRC) in respect of taxable expenses and/or benefits provided to its staff during the tax year ending 5th April 2020. For this information to be gathered in a structured and consistent form, please will you complete this form if you have no taxable benefits to declare for your department or unit, sign and date it, and **return it by email only no later than 1st May 2020**;

**email as a .pdf document to** [**P11D@admin.ox.ac.uk**](mailto:P11D@admin.ox.ac.uk)

Please ensure you read the full return questions and only send this short form if the statements in the following page are true.

If you have any questions relating to the completion of this form, please contact Magda Koczan, Senior Payroll & Benefits Officer by email, magda.koczan@admin.ox,.ac.uk

This document is available in an electronic version as a Microsoft Word document at [**http://www.admin.ox.ac.uk/finance/processes/forms/payroll/#d.en.15382**](http://www.admin.ox.ac.uk/finance/processes/forms/payroll/#d.en.15382). In this version the web-links referred to in the text are active and should take you directly to the web pages indicated.

**The Expenses Guide:**

The University’s Expenses Guide details all instances where payment to staff can be made without incurring a taxable benefit. This guide is available on-line at: <https://finance.admin.ox.ac.uk/departmental-expenses-guidance>

This guide is based upon detail submitted to HMRC in order to maintain our P11D exemptions. Any payments made to or on behalf of individuals who are not covered by this guide or not paid already through the University payroll must be reported to HMRC on form P11D as a taxable benefit. This includes situations where a funding body agrees to cover costs that are not usually borne by the University.

**Late Returns:**

As there is a statutory obligation upon the University to submit a complete return within a set timescale you must ensure that a return has been made to us before the deadline of 1st May 2020. **In instances where late returns are made or no return is made at all, a penalty charge may be levied upon the defaulting department or unit to cover the cost of the extra administrative effort required obtaining the information and any resultant penalties or fines imposed by HMRC.**

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| **1.** | **Declaration -** A signed declaration or email confirmation is still required if you have no items to declare. | | | |
| Please complete the following declaration in respect of this return: | | | | |
| I confirm that there are no payments which have been made to or on behalf of individuals within the department or unit named on the cover of this return for the tax year ending 5th April 2020 which:  - have not been paid for through the University payroll; or  - are not covered by the P11D exemptions as set out in the University’s Expenses Guide;  Therefore, I am not including any appendices with this return. Please sign and date the following: | | | | |
| **Administrator/ Authorised Payroll Signatory:** | | **Signed:** | **Please print name:** | **Date:** |
| If there is any additional information which you wish to add, please include it below or indicate below that it is included on an attachment: | | | | |
| Please return this completed document, by email only, to:  [P11D@admin.ox.ac.uk](mailto:P11D@admin.ox.ac.uk) | | | | |