

P11D FORM What to Review

Items Required	Details
Company cars	<ul style="list-style-type: none">• Make and model• Date each vehicle was first registered• Dates between which the vehicle was available to the employer/director• Engine size (cubic capacity) and CO2 emission value;• Type of engine (petrol or diesel)• Manufacturer's list price of the vehicle when first available• Price of optional accessories fitted when the car was first made available• Capital contributions made towards the cost of car or accessories• Amount paid by employee/director for private use of the car• Confirmation of whether fuel was provided for private use
Vans	<p>Details of all vans made available for private use and the age of each van as appropriate and details of the employees to whom they were made available.</p> <p>There should be a contractual agreement in place with any employees with vans to cover personal usage to ensure this is within HMRC guidelines.</p>
Loans	Details of any interest free and low interest loans made by the company to employees/directors during the year.
Medical insurance	Details of private medical treatment or insurance provided by the company.
Relocation	Details of relocation expenses paid to directors/employees during the year.
Company assets	Details of any company owned assets placed at the disposal of the directors/employees.
Living accommodation	Details of any living accommodation provided by the business.
Subscriptions	Details of subscriptions and professional fees paid by the company on behalf of the directors/employees.
Telephones	Details of payments made for the use of home telephones split between calls and rental elements.
Other services	Details of services provided to the employee paid for by the company.
Other payment of benefits	Details of any other benefits in kind made by the company during the tax year and not included in the items above. Mobile phone payments made to employees where the contract is in their own name will be taxable so please provide these details.
Staff Entertainment	Details of social functions and entertainment for employees paid for by the company.