

Company:

P11D CHECKLIST – YEAR ENDED 5 APRIL 2024

	Yes	No
1. Assets transferred Have any business assets been transferred to an employee or director?		
2. Employees personal bills Has the business paid any personal bills of an employee or director? e.g. mobile phone, professional subscriptions		
3. Vouchers Has the business provided any vouchers (exchangeable for cash or good) to an employee or director?		
4. Living accommodation Has the business paid for living accommodation provided to an employee or director?		
5. Mileage allowance Has the business paid mileage allowance to an employee or director which exceeds HMRC's tax free mileage rates?		
6. Car and car fuel Has the business provided an employee or director with the use of a company car? If so, has the business provided free fuel?		
7. Van/pickup truck and fuel Has the business provided an employee with the use of a commercial vehicle (e.g. van, pickup truck)? If so, has the business provided free fuel?		
8. Interest free and low interest loans Has the business provided a loan to an employee or director where the outstanding balance exceeded £10,000 at any time during the year?		
9. Private medical insurance or treatment Has the business paid for medical insurance or treatment for an employee or director?		
10. Qualifying relocation expenses payments and benefits Has the company paid for any expenses to reallocate an employee or director?		
11. Services supplied Has the business paid for or provided any services to an employee or director?		
12. Assets placed at the employee's disposal Have any business assets been made available for the private use of an employee or director e.g. computer/PDA?		
13. Other items/expenses Has the business paid employment expenses which were not incurred wholly, exclusively, and necessary for the employee or director's job? e.g. travel, accommodation, subsistence, entertaining?		