
STATUTORY INSTRUMENTS

2003 No. 2682

The Income Tax (Pay As You Earn) Regulations 2003

PART 3

DEDUCTION AND REPAYMENT OF TAX

CHAPTER 4

MISCELLANEOUS

Deductions working sheets

- 66.**—(1) Paragraph (2) applies if a code has been issued to an employer in respect of an employee.
- (2) The employer must, on making a relevant payment to the employee, prepare a deductions working sheet (unless the employer has already done so).
- (3) The employer must record in the deductions working sheet—
- (a) the employee's name,
 - (b) the employee's national insurance number, if known,
 - (c) the employee's code, and
 - (d) the tax year to which the deductions working sheet relates.
- (4) The employer must record in the deductions working sheet in respect of every relevant payment which the employer makes to the employee—
- (a) the date of the payment,
 - (b) the amount of the payment, and
 - (c) the amount of tax, if any, deducted or repaid on making the payment, or to be deducted or accounted for under regulation 62(4) or (5) (notional payments).
- (5) If the employee's code is used on the cumulative basis, the employer must, in respect of every relevant payment which the employer makes to the employee, either—
- (a) record the following information in the deductions working sheet, or
 - (b) keep such records as enable its production.
- (6) The information is—
- (a) the total payments to date in relation to the date of payment,
 - (b) the total free pay to date or, as the case may be, the total additional pay to date, in relation to that date,
 - (c) the total taxable payments to date in relation to that date,
 - (d) the corresponding total tax to date,
 - (e) if the employee's code is a K code—
 - (i) the tax due to be deducted at that date (subject to the overriding limit),

- (ii) the overriding limit, if any, in relation to the payment,
 - (iii) the amount of any tax not deducted at that date because of the overriding limit, and
 - (f) any amount of tax which is not to be repaid because of regulation 64 (trade disputes).
- (7) If the employee's code is not used on the cumulative basis, the employer must, in respect of every relevant payment which the employer makes to the employee, either—
- (a) record the following information in the deductions working sheet, or
 - (b) keep such records as enable its production.
- (8) The information is—
- (a) the free pay, or, as the case may be, the additional pay for the employee's code,
 - (b) the taxable payments, and
 - (c) if the employee's code is a K code, the tax due to be deducted and the overriding limit.