

# Payroll Check Request for copy P60

A P60 is issued for each employee of our clients shortly after the end of the tax year. The tax years runs from 6th April to 5th April; so the 2018/19 tax year is from 6th April 2018 to 5th April 2019. Normally, our UK based clients will be responsible for distributing the P60 forms to their employees, whilst we normally issue the forms direct to the home address for our non-UK based clients.

HM Revenue and Customs allow for the issue of duplicate forms P60. Duplicate documents can be requested by employees because they have mislaid the document initially issued to them.

Please note that forms P60 are only issued by the employer at the end of the tax year. If an individual leaves employment mid tax year they will receive a form P60 from their current employer (if any); not from their previous employer.

This form can be used to request the issue of a duplicate P60. The issue of a duplicate form can be a time-consuming process. We make a charge of £15.00 (plus VAT) for each duplicate P60 requested.

Employer	
Employee Name	
NI Number	
Contact info	Office Hrs Tel: <span style="float: right;">Email:</span>
Address to send form	NB: For data security reasons, we will only send the copy form to the home address of the employee held on our records, or to our usual contact with the employer.
Signed	

Cost **£18.00** (£15.00 + 20% VAT) for each duplicate P60. Please make cheque payable to "Payroll Check (Bureau) Limited" and send to the address below with this form.  
A VAT receipt / invoice will be issued with the duplicate P60(s).

Completed form (and payment) to be sent to:

Payroll Processing Centre  
Payroll Check (Bureau) Limited  
31 Hopps Road  
Kingswood  
Nr Bristol  
BS15 9QQ

Payroll Check Use Only	
Received	
Replied	
Invoice No	