

P60 End of Year Certificate - FAQs

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If you were an employee of the Council on 5 April 2018 and have access to MyView, you will now be able to view and print your P60 for the 2017/18 tax year. If you do not have access to MyView, you will receive your P60 by post. Please keep this certificate in a safe place as you may be required to provide the document as evidence of your earnings.

As the Payroll Team receives a lot of queries about P60s, a Frequently Asked Questions section has been set out below to help you understand a bit more about your P60.

What is a P60?

Every employer is required by law to make available to employees an annual certificate showing **taxable** earnings and deductions for each year.

I can see my P60 on MyView, do I need to keep a paper version?

If you would like to keep a paper version, you can print your P60 by following the guidance on MyView.

I do not have access to MyView and have received a paper copy, how long do I need to keep this for?

You should keep the paper copy for seven years.

Why does it say year ended 5 April 2018?

This is the end of the tax year. Although the Council's financial year ends on 31st March each year, the P60 is a tax certificate for the tax year 6 April 2017 to 5 April 2018.

My gross pay on my payslip is different from the taxable pay on my payslip and P60, why is this?

- **Gross Pay** this is your total earnings, including expenses prior to any deductions.
- **Taxable Pay** this is your gross pay less any deductions which attract tax relief – these deductions include pension contributions, salary sacrifice and Give As You Earn.

If you have any queries please email EmploymentandPayroll@pkc.gov.uk or phone 75555