

Student employees

Income tax

You do not have to deduct tax from the pay of a student who works for you solely during a holiday if

- this form is filled in on the back, and
- the student's pay in your employment does not exceed £4,895.

Where the student's pay in your employment exceeds £4,895 you must

- deduct tax using code 'OT-week 1/month 1' in accordance with paragraphs 110 and 111 of the booklet CWG2, *Employer's Further Guide to PAYE and NICs*.

If 5 April falls during the period of employment, the student must fill in two of these forms, one for the tax year up to 5 April, and one for the new tax year from 6 April.

National Insurance

If the student's pay is at, or above, the lower earnings limit for National Insurance contributions, you must

- use a form P11 *Deductions Working Sheet* (or your own equivalent pay record) to record the National Insurance contributions, and
- complete a form P14 *End of Year Summary* showing these contributions for submission with your form P35 *Employer's Annual Return*.

The present lower earnings limit is shown in the booklet E12 *PAYE and NICs rates and limits for 2005-2006*. Your Employer's Help Book E13 *Day-to-day payroll*, tells you how to fill in the P11 *Deductions Working Sheet*.

Please keep this form for at least three years after the end of the year to which it relates or longer if you are asked to do so.

Please turn over ►

Student's declaration

I,

Full name in CAPITAL LETTERS

am a student attending

Name of school, college.

and shall continue to attend until after 5 April next. I have no employment except during the holidays.

My total earnings **including Jobseekers Allowance, paid because of unemployment**, and other income from all sources, apart from scholarships and educational grants for the year ending 5 April next, will not be more than £4,895.

My National Insurance number is

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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My date of birth is

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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My home address is

Postcode

Signature

Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Employer's statement

The declaration above has been completed and signed by the student.

The total pay from / / to / /

was

£

<input type="text"/>		<input type="text"/>
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Employer's name

Employer's address

Postcode

Employer's PAYE reference

<input type="text"/>	/	<input type="text"/>
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Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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