



BARCLAY MEDIA PENSION SCHEME  
C/O PENSIONPRACTITIONER COM  
DAWS HOUSE  
33-35 DAWS LANE  
NW7 4SD

**Issued by**  
PAY AS YOU EARN  
HM REVENUE AND CUSTOMS  
BX9 1AS

01/0236346/375/60352



**Employer PAYE  
reference** 475/ZB46360  
**Date** 19 FEBRUARY 2017

## Use this tax code for the tax year shown

**Employee's name**

MR ROGER BARCLAY

**National Insurance number**

YY 66 09 69 B

**Works or payroll number**

1

**Tax code**

The code for this employee is

214T

**Please use this tax code for the tax year to 5 April**

2018

## Instructions for the employer

- 1 Keep this form, as your authority for 3 years.
- 2 Please make sure that you put the employee's National Insurance number on:
  - your payroll records
  - the end of year documents that you send in after 5 April

If the National Insurance number already on your records is different from the number shown above, please tell your HM Revenue & Customs (HMRC) office.

- 3 If the employee has left your employment, please destroy this form. **Do not send it back to HMRC.** Instead send the Full Payment Submission leaver statement to us, if you have not already done so.

## Notice to employer of employee's tax code

I am enclosing your Pay As You Earn (PAYE) coding notifications for your employees for the new tax year starting on 6 April. If you receive any tax code notifications for the new tax year dated later than these, use the code with the later date from the first pay day on or after 6 April instead.

Helpsheet P9X (2017) gives more information about these codes and what to do about employees without a new tax code. You should use this to make sure you get the tax codes right. This helpsheet can be:

- downloaded from our website, go to **[www.gov.uk/government/publications/p9x-tax-codes](http://www.gov.uk/government/publications/p9x-tax-codes)**
- ordered from the Employer Orderline on **0300 123 1074** if you are unable to access it online

## Why not go Digital and receive codes and notices online

HM Revenue & Customs (HMRC) provides a digital service for receiving your tax codes and notices online which is quick, secure and cuts out paper. You can use your own software if it lets you, or alternatively you can use the products provided by HMRC.

Go to **[www.gov.uk/pay-e-online](http://www.gov.uk/pay-e-online)** for more information about using HMRC's online service.

If you have an agent or payroll bureau that administers PAYE on your behalf they too can use our online services. For all the information you need to do it online, go to **[www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)**