



THE JOHN A DOBBINS LTD SSAS
33-35 DAWS LANE
MILL HILL
LONDON
NW7 4SD

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

01/0283606/375/41263



Employer PAYE
reference 475/SB30253
Date 1 MARCH 2016

Use this tax code for the tax year shown

Employee's name

MR JOHN ANTHONY DOBBINS

National Insurance number

YK 31 58 59 A

Works or payroll number

Tax code

The code for this employee is

302L

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

2017

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.



**HM Revenue
& Customs**

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 (2016) 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
- 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 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