

.....

If you were an employee of the Council on 5 April 2023 and have access to MyView, you will now be able to view and print your P60 for the 2022/23 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 & Reward 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 2023?

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 2022 to 5 April 2023.

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.

Why might I need to provide my P60 as evidence of my earnings?

You may need to provide a copy of your P60 to your bank, building society or other lender as part of a loan or mortgage application. You may also need to provide your P60 if making a claim for state benefits. Please send a copy or image of your P60 and retain your original.

Will my P60 show all earnings if I have changed employer during the tax year?

Where HMRC has informed the Council of your earnings and tax paid with a previous employer in the same year, then this will be shown on your P60 in the "In previous employment(s) section"

If you have any queries please email payrollandreward@pkc.gov.uk