

.....

If you were an employee of the Council on 5 April 2024 and have access to MyView, you will now be able to view and print your P60 for the 2023/24 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 receive 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 2024?**

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 2023 to 5 April 2024.

**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 and salary sacrifice.

***If you have any further queries please email [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk) or phone 01738 475555 Option 3***