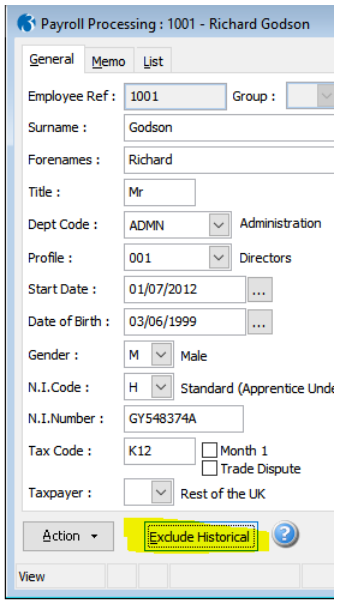
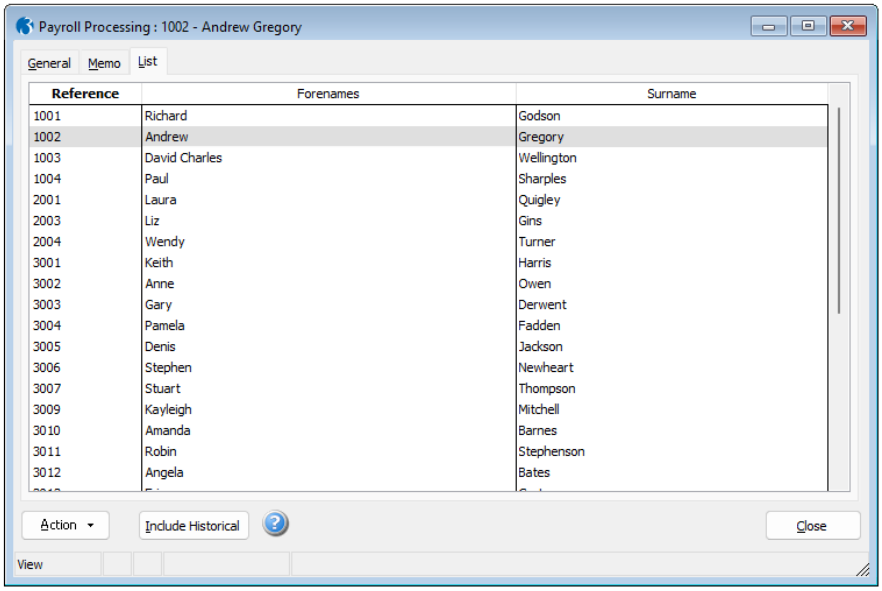
Reprint a P60 for a leaver

Select the Payroll processing module.

Then select the “Include historical” / “Exclude Historical” filter so your screen looks like this:

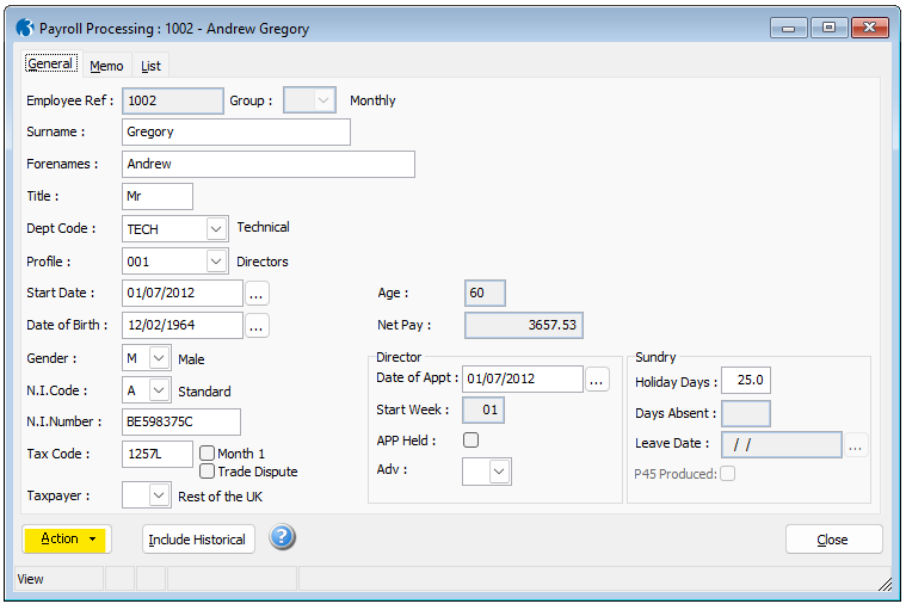


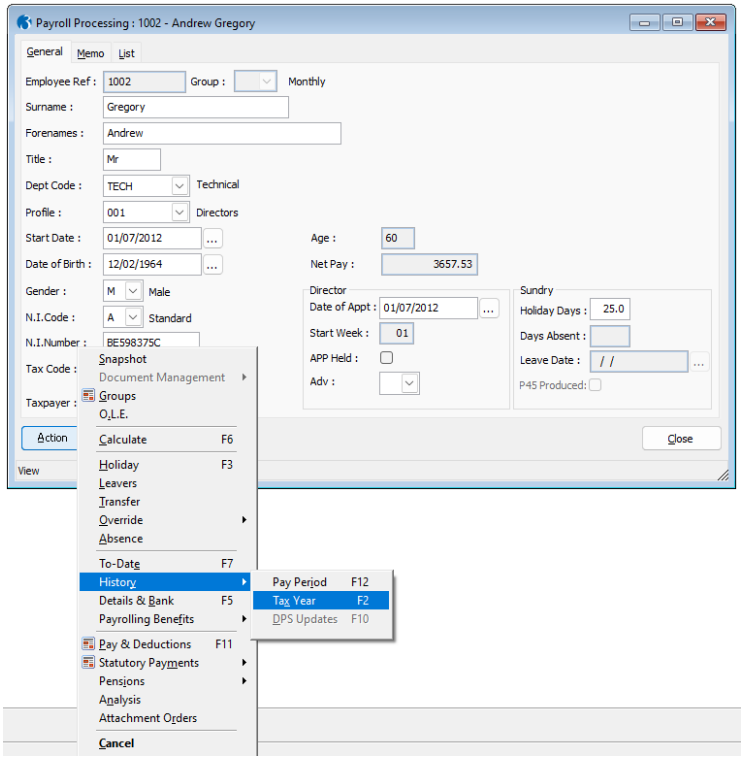
Find the leaver employee.



Registered office, as above, Profile Technology Services Ltd. Registration number 02328351

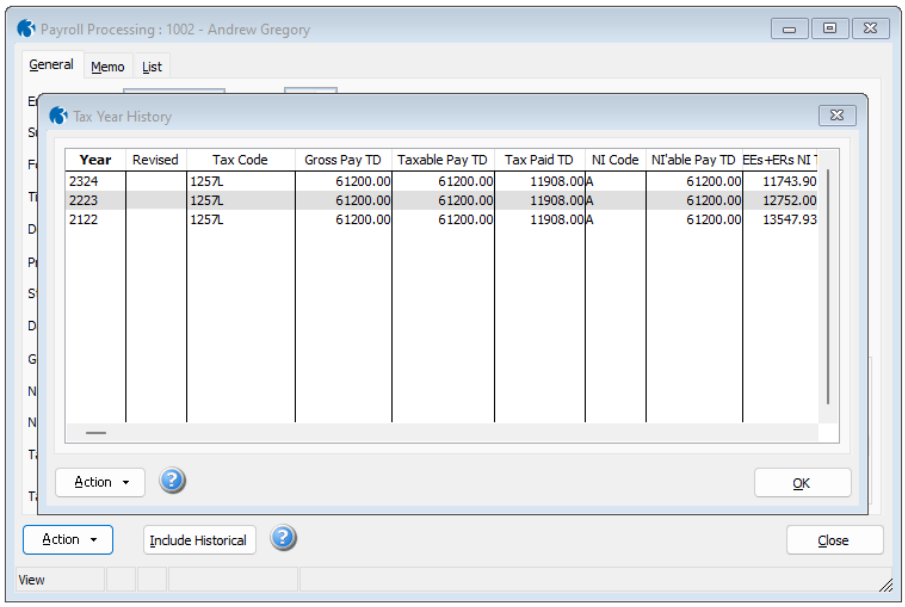
Then Action > History > Tax Year.



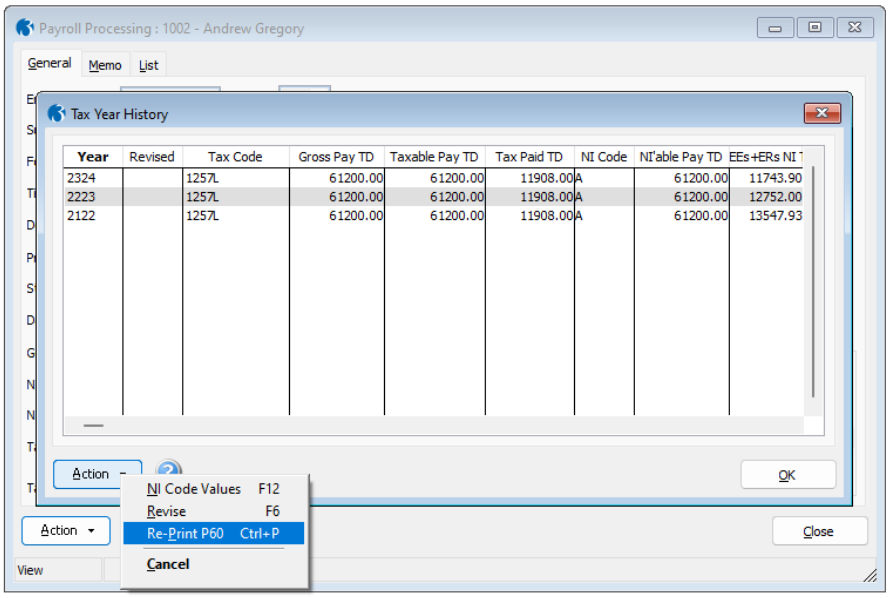


Registered office, as above, Profile Technology Services Ltd. Registration number 02328351

Select the relevant tax year.



Then Action reprint P60 or CTRL+P.



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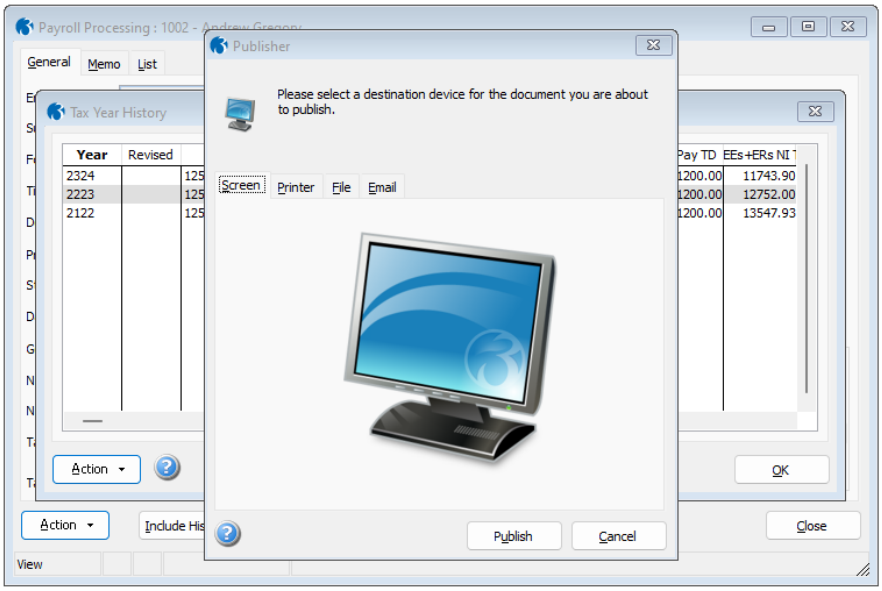
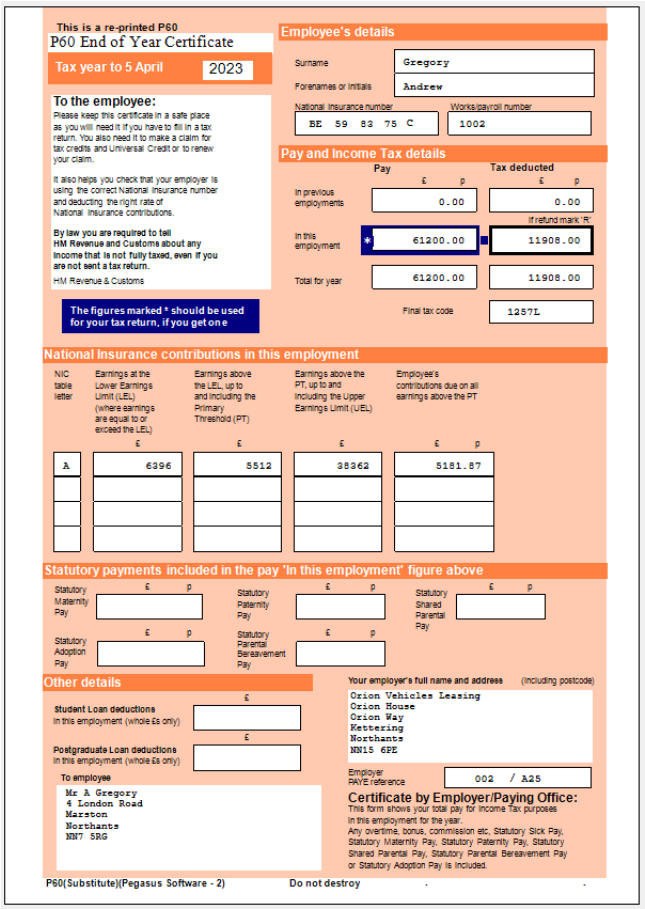
Select how you want to publish the P60.





This is a re-printed P60

P60 End of Year Certificate

Tax year to 5 April 2023

To the employee:

Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.

HM Revenue & Customs

The figures marked * should be used for your tax return, if you get one

Employee's details

Surname: Gregory

Forenames or initials: Andrew

National Insurance number: BE 59 83 75 C

Works/payroll number: 1002

Pay and Income Tax details

	Pay £ p	Tax deducted £ p
In previous employments	0.00	0.00
In this employment *	61200.00	11908.00
Total for year	61200.00	11908.00

If refund mark 'R'

Final tax code: 1257L

National Insurance contributions in this employment

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL) £	Earnings above the LEL, up to and including the Primary Threshold (PT) £	Earnings above the PT, up to and including the Upper Earnings Limit (UEL) £	Employee's contributions due on all earnings above the PT £ p
A	6396	5512	38362	5181.87

Statutory payments included in the pay 'In this employment' figure above

Statutory Maternity Pay £ p

Statutory Paternity Pay £ p

Statutory Shared Parental Pay £ p

Statutory Adoption Pay £ p

Statutory Parental Bereavement Pay £ p

Other details

Student Loan deductions in this employment (whole £s only) £

Postgraduate Loan deductions in this employment (whole £s only) £

To employee

Mr A Gregory
4 London Road
Marston
Northants
NN7 5RG

Your employer's full name and address (including postcode)

Orion Vehicles Leasing
Orion House
Orion Way
Kettering
Northants
NN15 6PE

Employer PAYE reference: 002 / A25

Certificate by Employer/Paying Office:

This form shows your total pay for Income Tax purposes in this employment for the year.
Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.

P60(Substitute)(Pegasus Software - 2) Do not destroy

Registered office, as above, Profile Technology Services Ltd. Registration number 02328351