

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:

Payroll Processing : 1001 - Richard Godson

General Memo List

Employee Ref : 1001 Group : [v]

Surname : Godson

Forenames : Richard

Title : Mr

Dept Code : ADMN Administration

Profile : 001 Directors

Start Date : 01/07/2012

Date of Birth : 03/06/1999

Gender : M Male

N.I.Code : H Standard (Apprentice Undk

N.I.Number : GY548374A

Tax Code : K12 Month 1 Trade Dispute

Taxpayer : [v] Rest of the UK

Action [v] **Exclude Historical** [?]

View

Find the leaver employee.

Payroll Processing : 1002 - Andrew Gregory

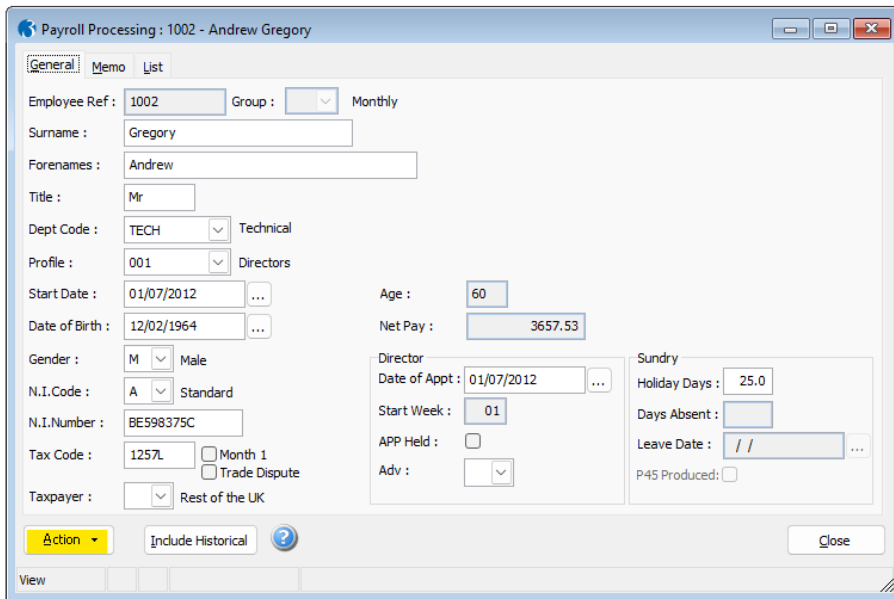
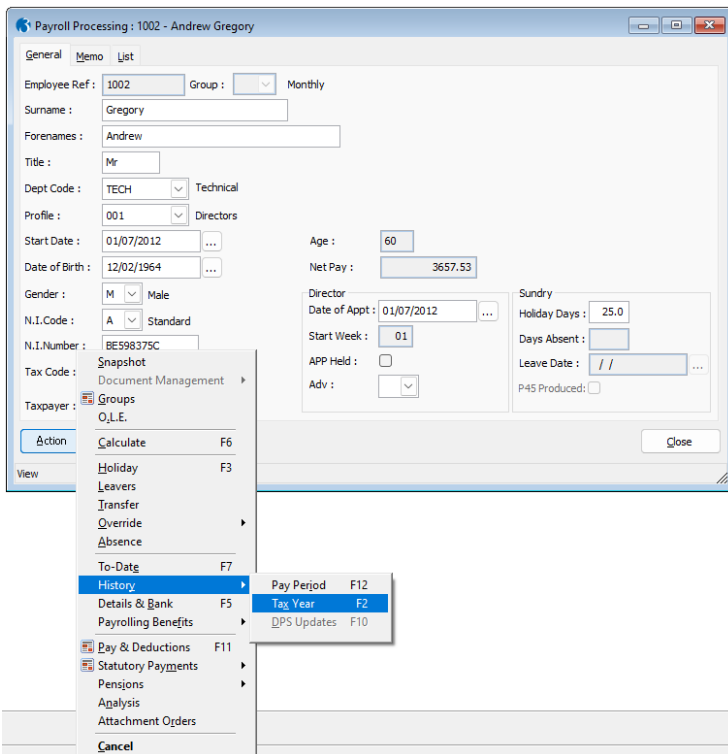
General Memo List

Reference	Forenames	Surname
1001	Richard	Godson
1002	Andrew	Gregory
1003	David Charles	Wellington
1004	Paul	Sharples
2001	Laura	Quigley
2003	Liz	Gins
2004	Wendy	Turner
3001	Keith	Harris
3002	Anne	Owen
3003	Gary	Derwent
3004	Pamela	Fadden
3005	Denis	Jackson
3006	Stephen	Newheart
3007	Stuart	Thompson
3009	Kayleigh	Mitchell
3010	Amanda	Barnes
3011	Robin	Stephenson
3012	Angela	Bates

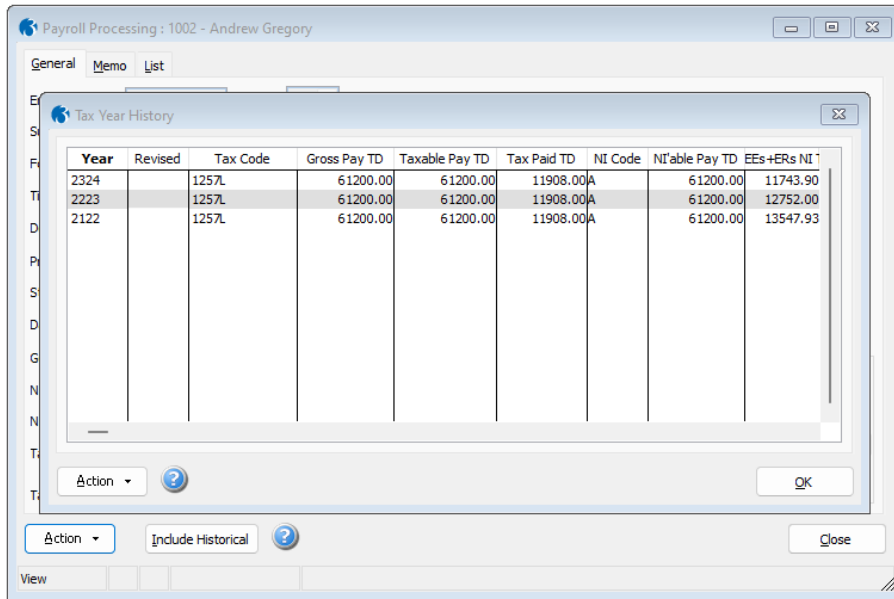
Action [v] **Include Historical** [?] Close

View

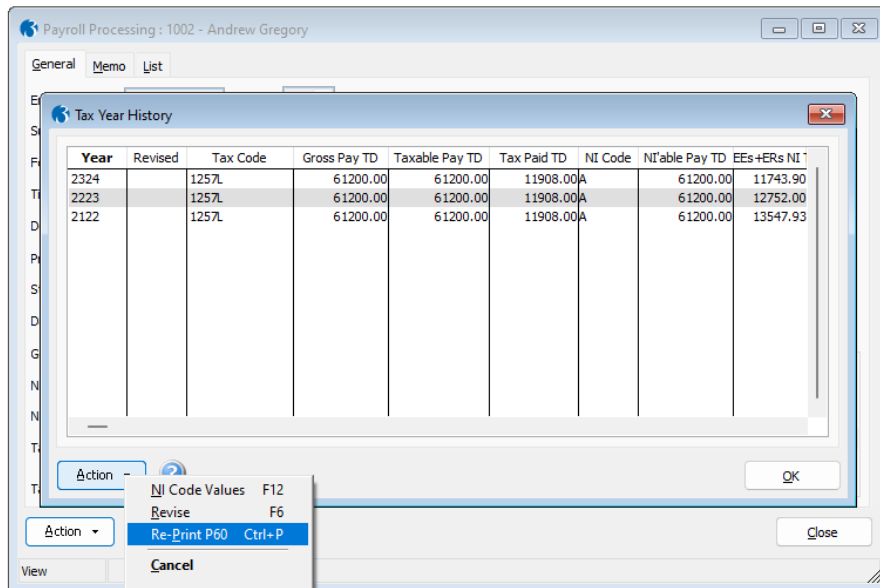
Then Action > History > Tax Year.

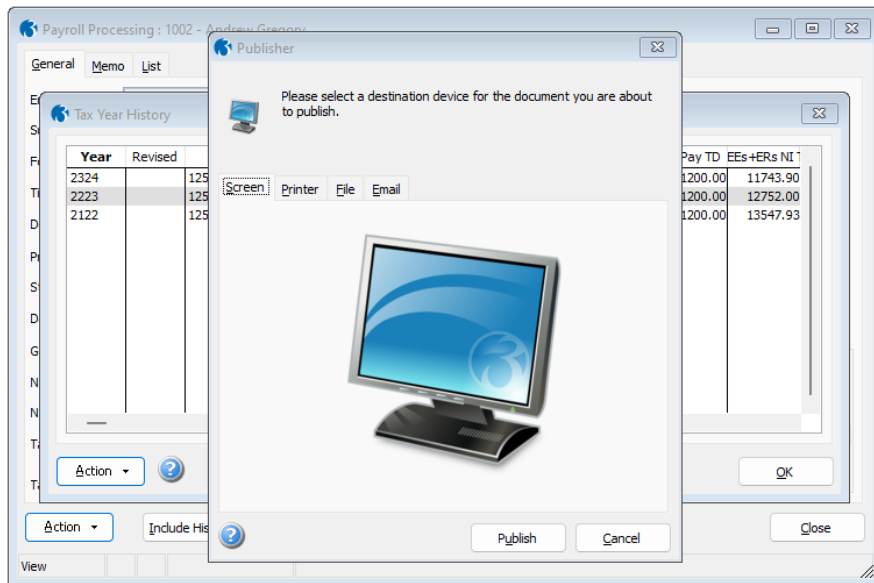
Select the relevant tax year.



Then Action reprint P60 or CTRL+P.



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

Employee's details

Surname: **Gregory**
 Fornames or initials: **Andrew**
 National Insurance number: **BE 59 82 75 C**
 Work/contract number: **1002**

Pay and Income Tax details

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

Final tax code: **1257L**

National Insurance contributions in this employment

NIC table letter	Earnings above 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)	Employer's contributions due on all earnings above the PT
	£	£	£	£ p
A	6996	5512	38362	5181.87

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

	£	p		£	p		£	p
Statutory Maternity Pay			Statutory Paternity Pay			Statutory Shared Parental Pay		
Statutory Adoption Pay			Statutory Parental Bereavement Pay					

Other details

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

Your employer's full name and address (including postcode):
Orion Vehicles Leasing
Orion House
Orion Way
Morebasing
Morebasing
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