

P60

Social Welfare Benefits

A copy or copies should be made available to each employee who was in your employment on 31st December whether or not tax was deducted.



Name of Employee

Tax Credit €

Rate Band €

Address

'1' indicates that temporary basis applied } at 31st December.
'2' indicates that emergency basis applied

Sample - Not for Use

'X' if there were 53 pay days in the year.

PPS No.

Enter 'D' if employee was a director.

Payroll/Works No. (if applicable)

Enter 'W' if week 1/month 1 applied.

(A) PAY	€	(C) PRSI in this employment	€
1. Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), if any. 2. Pay in respect of previous employment(s), if any, in above year. 3. Pay in respect of this period of employment (i.e. gross pay less any superannuation contributions allowable for income tax purposes).		1. Employee's PRSI. 2. Total (employer + employee) PRSI. 3. Total number of weeks insurable employment. 4. Initial social insurance contribution class. 5. Subsequent social insurance contribution class. 6. Number of weeks at the class entered at line 5 above. 7. Date of commencement of employment.	
(B) TAX	€	(D) Universal Social Charge in this employment	€
1. Total net tax deducted in above year (including tax deducted by previous employer(s), if any). 2. Tax in respect of previous employment(s), if any, in above year. 3. Net tax deducted (D)/refunded (R) in this employment. <input type="checkbox"/>		1. Gross pay for Universal Social Charge purposes. 2. Amount of Universal Social Charge deducted.	

I/We certify that the particulars given above in respect of Pay, Tax, PRSI and USC are correct in respect of this employment.

Employer's Name

Employer's PAYE Regd. No.

Employer's Phone Number

Employer's Email Address (for P60 enquiries)

Date

TO THE EMPLOYEE

THIS IS A VALUABLE DOCUMENT

You should retain this document carefully as evidence of tax, PRSI and Universal Social Charge deducted.
 Note: There is a **four-year time limit** on claiming refunds of tax or Universal Social Charge. You may also require this document as evidence if you claim social welfare benefits within the next two years.