

Use from April 2002 onwards

Employer name

Employer phone number

Employer reference number

Employee's or Director's name

Employee's or Director's National Insurance number

You must complete this form if there is a change that affects car benefits for an employee earning at the rate of £8,500 a year or more or a director for whom a car is made available for private use. Complete and return this form within 28 days of the end of the quarter to 5 July, 5 October, 5 January or 5 April in which the change takes place. Part 1, below, shows the changes that you must report on this form.

Part 1

Please see number 1 to 5 and ✓ whichever applies.

- 1 We provided the employee or director with a first car, which is available for private use.
- 2 We replaced a car provided to the employee or director by another car, which is available for private use.
- If the employee has more than one car available for private use, please give details of the car that has been replaced.
- Make
- Model
- Engine size cc
- 3 We provided the employee or director with a second or further car, which is available for private use.
- 4 The employee has started to earn at the rate of £8,500 a year or more or has become a director.

- 5 We have withdrawn a car provided to the employee or director and have not replaced it.

• Date withdrawn / /

- Please give details of the car withdrawn

Make

Model

Engine size cc

- ▶ If you have ticked box 5, there is no need to complete Parts 2, 3, 4 and 5. Go straight to the Declaration at the bottom of the next page.

Please turn over

**Part 2 Details of the car provided:
make, model and fuel type**

- Make and model
- Engine size cc
- Please one of these boxes to show the category into which the engine size falls
 - up to 1400cc - 2001cc or more
 - 1401 - 2000cc - no engine size
(for example, electric car)
- Date first registered / /
- Type of fuel or power used

Type Key letter

- Petrol P
- Diesel D
- Euro IV emissions standard diesel L
See car registration form

Alternative fuel/power types

- Hybrid electric
A hybrid electric car combines a petrol engine with an electric motor. H
- Electricity only E
- Bi-fuel
For a gas and petrol car that had an approved CO₂ emissions figure for gas at first registration. B
- Conversion or older bi-fuel
For a gas and petrol car that only had an approved CO₂ emissions figure for petrol at first registration. C

Enter the appropriate key letter (one of the above) in this box for the type of fuel or power used.

If you think that the car uses a type of fuel that is not mentioned here, please contact your HM Revenue & Customs office.

Part 3 Carbon dioxide (CO₂) emissions

- If the car was first registered on or after **1 January 1998**, give details of the **approved** CO₂ emissions figure at the date of first registration.
 grams of CO₂ per kilometre
- If you have not filled in a figure for approved CO₂ emissions, please show the reason
 - Car was first registered before 1998
 - 1998 or later car for which there is no approved CO₂ emissions figure
(for example, some personal imports from outside the European Community)

**Part 4 Details of car provided:
price and employee contributions**

- Price of the car (*not the price actually paid, but the price for tax purposes - normally the list price at the date of first registration*). £
- Price of accessories not included in the price of the car. £
- Date the car was first made available to the employee. / /
- Capital contribution (if any) made by the employee towards the cost of the car and for accessories. £
- Sum that the employee is required to pay (if any) for private use of the car. £
 - a week - a quarter
 - a month - a year

Part 5 Fuel for private use

- Is fuel for private use provided with this car?
Tick 'Yes' if the employee is provided with any fuel at all for private use, including any combination of petrol and gas, or the provision of petrol for a hybrid electric car. Do not tick 'Yes' if only electricity is provided.
- Yes No
- If yes, must the employee pay for all fuel used for private motoring **and** do you expect them to continue to do so?
- Yes No

Declaration

I declare that the information I have given is correct according to the best of my knowledge and belief.

Signature

Capacity in which signed

Date / /