

Country FAQs - PAYROLL & TAXES - Taxes

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

- **I have received a letter from HMRC stating that my tax code will be changed.**

Normally, when an employee receives a notification of tax code change from the HMRC, an instruction will be sent via the Government Gateway to update the payroll system.

- **What is the P60?**

The P60 is a statement which details an employee's total taxable pay and tax paid in a complete tax year. It is very important to keep this form with you, since it is proof that the tax in that year was paid. It will be uploaded to My HR Services by the end of May. The P60 will only be generated for active employees as of 5th of April, so you will not receive one after you leave. <https://www.gov.uk/payee-forms-p45-p60-p11d/p60>

- **What is P11D?**

The P11D is a tax form that states an employee's benefits in kind provided by the company; i.e. company car, private medical insurance, etc. They will be uploaded to My HR Services by mid June and posted to the employee's home address. If there are any issues with your P11D, please note that the statement is uploaded to My Documents and a notification will be sent to employees detailing contacts for any queries. <https://www.gov.uk/payee-forms-p45-p60-p11d/p11d>

- **When will I receive my P45 after I leave? If I lose my P45, can I request a copy?**

The final payslip and P45 will be posted to the employee's home address when the final payments are processed. In the event that you lose the form, please contact the payroll team for a duplicate.

- **When do I provide my P45 from my previous employer when I join Syensqo? What is a Starter Checklist?**

Please provide your P45 to your local HR department on your first working day. New hires will need to complete a starter checklist if they do not have P45 provided by their previous employer.

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