<<Title>> <<Forename>> <<Surname>>

**<<Adr\_1>>**

<<Adr\_2>>

<<Adr\_3>>

<<Adr\_4>>

<<Post\_Code>>

**\*\*\* P11D Benefits Statement 2022-23 \*\*\***

Dear <<Forename>>,

Please find attached your benefits statement of the information that will appear on your P11D. It is important that you carefully check for possible errors or omissions, because the information provided to HM Revenue & Customs (HMRC) will affect your tax code and the amount of tax you pay.

If the information on the statement is correct you need do nothing more, HR will send the details to HMRC on your behalf by 6 July 2023. However, if the statement contains an error or omission, please contact us and we will investigate your query and re-issue the document by 6 July 2023, if necessary.

**This data is important and can have impact on your tax code – you may also need this information if you have to complete a self-assessment for HMRC, so please keep the information safe.**

Regards

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**Graham Whitehouse**

Sales and Commercial Manager