Below are examples of an acceptable P60 End of Year Certificate of earnings from an employer; and how to access your HMRC Personal Tax Account

The document you provide must show:

- Name of the person who the P60 is for
- Tax Year the P60 is for
- All Income and deduction sections of the P60
- The Tax Year to 5 April (and the year requested, normally the tax year just ended unless otherwise stated in the evidence request)

The P60 which you have been asked to submit may be for someone other than you and therefore you will require them to provide this to you. The example below is one for P60s issued by the employer and provided in paper format to the employee. Some employers operate their own electronic payroll system, and we are unable to give you examples of this as they differ in their system layout. All electronic payroll systems will provide a facility for employees to print or save these documents. There is normally an option on screen to **"Print"/"Print to PDF"/"Save"/"Save as PDF"**. You will have to save the document to your device (laptop, Computer or phone).

Screenshot images of P60 sections from a phone can be time consuming and if they don't show the above information will **not** be considered acceptable.

Alternatively, you can create or login to your **HMRC Personal Tax Account** at www.gov.uk/personal-tax-account and access P60s for all tax years to date.

HMRC Personal Tax Account is an online service which allows you to:

- check your income from employment in the previous 5 years
- check how much Income Tax you paid in the previous 5 years
- check your Income Tax estimate and tax code
- fill in, send, and view a personal tax return
- claim a tax refund
- check and manage your tax credits
- check your State Pension
- track tax forms that you've submitted online
- check or update your Marriage Allowance
- tell HMRC about a change of name or address
- check or update benefits you get from work, for example company car details and medical insurance
- find your National Insurance number

You can view more information about "how to get pay details from HMRC" on YouTube by searching on "**how to get pay details from HMRC**"

If you don't already have a Government Gateway or Gov.UK Verify login you can create an account.

You will need:

- your UK address **or** National Insurance number and
- a recent payslip **or** P60 of a valid UK passport

The process will take around 30 minutes.