

Viewing and Understanding My P60 on MyView



This process is designed to help you view and understand your P60 on MyView.

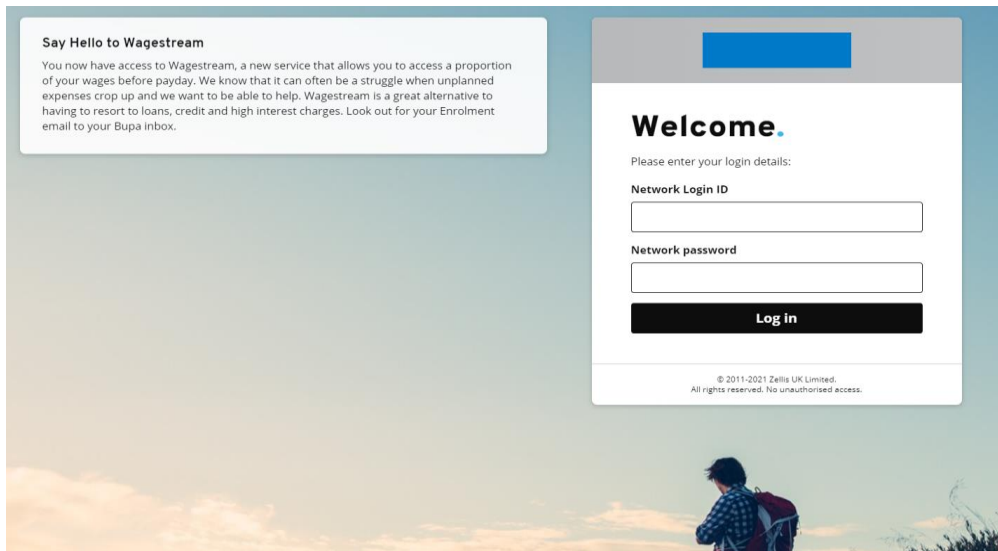
Before you start the process. Make sure you are at the correct web address. Open Google chrome and click on the below relevant link;

[MyView](#) for Salford Quays/Cromwell

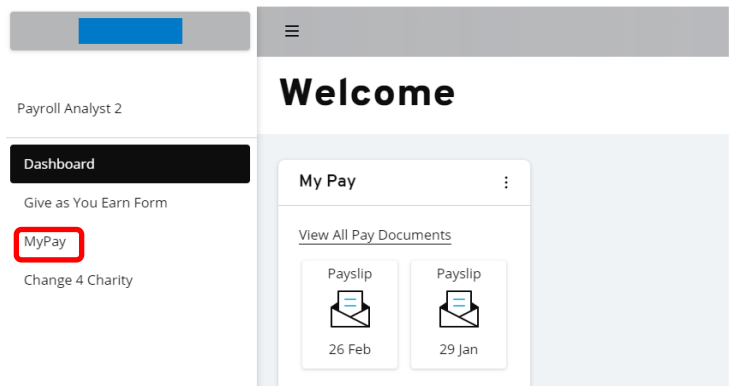
[MyView - Care Services \(Leeds\) \(bupa.com\)](#) for Care Services

Step 1 - Log on to MyView.

Use the 'Forgotten your password?' option if you do not know or have a password.



Step 2 - Once you are in MyView, click on MyPay



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Step 3 – Click the P60 tab

The screenshot shows the 'All Pay Documents' page in the MyView system. On the left is a navigation menu with 'MyPay' selected. The main content area has a breadcrumb 'Dashboard / MyPay' and a currency selector set to '£'. The title is 'All Pay Documents'. Below the title, there is a notice about Year to Date figures for December 2020, January, February, and March 2021, and a note about a current issue with the display of these figures. A 'View' filter is set to 'All', and the 'Document Type' filter is set to 'P60', which is highlighted with a red box. Other document types include 'Opened', 'Unopened', 'Payslips', and 'P11D'. The page indicates 'Showing 8 results'.

Step 4 – Click on the Tax Year you would like to view

The screenshot shows a table of P60 documents. At the top right, it says 'Showing 8 results'. On the left, there is a 'Results per page:' dropdown menu set to '12'. The table has four columns: 'Tax Year', 'Document Type', 'Gross Taxable Pay', and 'Tax Deducted'. The 'Tax Year' column is highlighted with a red box. The data rows show years from 2012 to 2019, all with 'P60' as the document type, '100%' for Gross Taxable Pay, and varying percentages for Tax Deducted (14% or 15%).

Tax Year	Document Type	Gross Taxable Pay	Tax Deducted
2019	P60	100%	14%
2018	P60	100%	15%
2017	P60	100%	14%
2016	P60	100%	14%
2015	P60	100%	14%
2014	P60	100%	14%
2013	P60	100%	14%
2012	P60	100%	15%

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Step 5 – Your P60 will look like this:

P60 End of Year Certificate
This is a printed copy of an eP60

Tax year to 5 April 2020

To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claims.

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.
HM Revenue and Customs

The figures marked * should be used for your tax return, if you get one

Employee's details

Surname: COOPER
Forenames or initials: [Redacted]
National Insurance number: NX 36 88 [Redacted]

Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)	0	00	0	00
In this employment *	44547	24	6487	68
Total for year	44547	24	6487	68

Final tax code: 1258L

National Insurance contributions in this employment

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p
A	6144	2484	34683	4168 65

Statutory payments included in the pay 'in this employment' figure above

	£	p	£	p	£	p		
Statutory Maternity Pay	0	00	Statutory Paternity Pay	0	00	Statutory Shared Parental Pay	0	00
Statutory Adoption Pay	0	00						

Other details

Student Loan deductions in this employment (whole £s only): 0

Postgraduate Loan deductions in this employment (whole £s only): 0

To employee: B COOPER, 39 Wayfarer, Westborough

Your employer's full name and address (including postcode):
BUPA, Bupa Place, 182 The Quays, Salford, M58 3SP

Employer PAYE reference: 846/BU2588

Certificate by Employer/Paying Office:
This form shows your total pay for Income Tax purposes in this employment for the year. It includes any commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Shared Parental Pay or Statutory Adoption Pay

© Zetia eP60

Your P60 is an end of year certificate which summarises your taxable pay and the amount of tax and National Insurance (NI) you have paid for the tax year.

Note: The pay figure is your taxable pay, which is not the same as your annual salary (there may be certain parts of your pay that are not taxable).

Your P60 shows the tax code we applied to your last payment made in the previous tax year.

HMRC issue your tax code, that tells us how much tax we should deduct.

Step 6 – To print a copy of your P60 select Print at the bottom right hand corner when in the P60 view, this will open a PDF version that you can save and print.

