

Email to Stipendiary Clergy, April 2024

Your P60 is available in the C of E People System

Dear colleague,

I am pleased to confirm that your P60 certificate for the period 6 April 2023 to 5 April 2024 is available in the Church of England People System.

Your P60 confirms your taxable stipend for income tax purposes. If you are also in receipt of a clergy pension, the Pensions Board will send you a separate P60 with respect to those payments.

Please note, the P60 certificate contains terminology prescribed by HM Revenue & Customs (HMRC). The use of terms such as earnings, employee, employment, and employer are for compliance with HMRC standards.

If you have a tax advisor or accountant to help you with your tax affairs, they will need a copy of your P60. We suggest you also forward a copy of this communication to your tax advisor which is also available on [the Church of England website](https://www.churchofengland.org) or via this short link: www.clergypay.org.

How to access your P60

1. Go to www.churchofengland.org/peoplesystem and login to the People System via the link on that page.
2. From the homepage of the People System, click *Show more*, then *Year-end documents*, and finally *P60 2024*. You can also access [this guide to accessing your P60](#).

If you have not used the People System before, or need help logging in, please email peoplesystems@churchofengland.org and a member of the support team will be in touch. More information, including guides about how to access your account and pay documents, is available on the [People System FAQs page](#) on the Church of England website.

Heating, lighting, and cleaning tax allowance

If you are in receipt of the Heating, Lighting, and Cleaning (HLC) tax allowance you will receive a separate P11D Expenses and Benefits Statement which will include details of your allowance. Your P11D will be available ahead of the statutory deadline of 6 July 2024.

Your tax return

You will need your P60 (and P11D if you are in receipt of HLC) to complete your tax return. **The contact details for your tax office are:**

HM Revenue & Customs
Public Department 1
6 Central Square
CARDIFF
CF10 1XS

Tel: 03000 534720

PAYE reference: 940/LA73776

Are your contact details up to date?

Please take a few moments to check your contact details in the People System – your email address, telephone number, and postal address.

If your contact details are out of date, please contact your Diocesan office. Colleagues there can update your details on your behalf. Please note that if your address is incorrect, and you are claiming the Heating, Lighting and Cleaning tax allowance, your Diocesan office will need to refer this to the Clergy Payroll Team at the NCIs.

Email security

As part of your security settings, your People System account is linked to an email address that has been provided to the National Church Institutions (NCIs) to set up two-factor authentication.

Please be aware that if you are using a generic email address such as vicar@parish.com, or a shared email address, your personal data is at risk of being accessed by someone other than you.

If this applies to you, please contact the People System Support team at the NCIs by email to change the email address attached to your People System account.

- Email: peoplesystemsupport@churchofengland.org

Receiving emails from us

There are lots of different reasons why you might not be receiving our emails into your inbox even if you have confirmed your email address with us. [This page on our website](#) gives advice about how to add the Church of England as a safe sender so your email application knows to accept emails from us in the future.

National Register of Clergy

The People System also holds the information that feeds into the [National Register of Clergy](#). The National Register is important for verifying that anyone who states that they are authorised or licensed to minister as clergy in the Church of England is in fact authorised to do so.

Please take a few moments to visit the National Register on the Church of England website and search for your own name to check your record is correct.

- www.churchofengland.org/about/national-register-clergy

As above, if your record is out of date or incorrect, please contact your Diocesan office to request for your information to be updated.

Thank you for your time.

Sandra Woodeson
Payroll Manager
Clergy Payroll Services

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