

INFORMATION ON YOUR TAX CODE

Your tax code is used by our Payroll Providers – NHS Shared Business Services (NHS SBS) to work out how much [Income Tax](#) to take from your pay or pension.

The code is worked out by HM Revenue and Customs (HMRC), who send it on to NHS SBS electronically.

Your tax code is made up of:

- Numbers – these refer to how much income you can have before you pay tax.
- Usually one letter – which refers to your situation and how it affects your tax-free Personal Allowance.

1150L is the tax code for the tax year 2017/18 currently used for most people who have one job. Your tax code is detailed on your pay slip.

Your tax code is changed on the 6th of April every year usually due to a change in the Personal Allowance by the government.

However a change in tax code could arise for the following reasons:

1. You start/stop receiving benefits from your job e.g. company car.
2. Expenses from work that is taxable.
3. Additional income from other sources e.g. rental income, locum shifts, bank shifts.
4. State benefits including state pension.
5. Where you have underpaid tax in the previous year.

All tax code changes are made by the **HMRC** and communicated to SBS (our Payroll providers) electronically and normally takes 72 hours to be received by them.

If you believe your tax code is wrong you will need to contact HMRC who will issue NHS SBS with a revised tax code as required.

This can be done by phone on 0300 200 3300 or online at:

<http://www.hmrc.gov.uk/incometax/email-taxcode-wrong.htm>

More information about tax codes can be found at:

<https://www.gov.uk/tax-codes/overview>