

## Statutory Adoption Pay record sheet

### 1 About this form

This form is for you, the employer, to use to record details of your employee's Statutory Adoption Pay (SAP). You must keep these details, but you may keep more if you wish.

Keeping an accurate record will help make sure you pay the correct amount of SAP.

You do not have to use this form, but you may find it helpful.

However, you must keep SAP records for at least three years after the end of the tax year to which they relate.

### 2 What to do now

Please

- read the guidance notes at Part 4, and
- fill in Parts 5 and 6, making any additional notes in Part 7, if appropriate.

### 3 Further information

For further information on how and when you must pay SAP and what records you must keep, see Employer's Help Book *Pay and time off work for adoptive parents, E16*.

You can get more copies of this form and the above Help Book from either

- our website - go to [www.inlandrevenue.gov.uk/employers](http://www.inlandrevenue.gov.uk/employers) or
- the Employer's Orderline on **0845 7 646 646**.

If you need help with this form or with the SAP scheme, please get in touch with your nearest Inland Revenue office. Alternatively, you can contact the Employer's Helpline on **0845 7 143 143**, or arrange a one-to-one visit with our Business Support Team. You can contact them online at [www.inlandrevenue.gov.uk/bst/index.htm](http://www.inlandrevenue.gov.uk/bst/index.htm) or by phoning your nearest Inland Revenue office.

### 4 How to use this Statutory Adoption Pay record sheet

This record sheet is in two parts. Use

- **Part 5** *Record of notification of adoption absence* when your employee tells you the date they want to start their adoption absence, and as their adoption absence begins.
- **Part 6** *Record of SAP pay period* when their pay period is about to start. You must keep a record of this period even if your employee cannot get SAP for any week or does not come back to work afterwards. If they don't qualify for SAP from the start you only need to fill in the first week of the record.

## 5 Record of notification of adoption absence

### Employee's details

Surname

First forename

Other forename(s)

National Insurance number

--	--	--	--	--

Tax year(s)

 /  / 

Please ✓ the appropriate box(es) and fill in the necessary details.

1. What date do they intend to start their adoption absence?

*Enter the date as soon as you know it.*

 / 

2. What date did they tell you about their adoption absence?

*You will find it useful to have a record of this date if you decide not to pay SAP because your employee has told you less than 28 days before they want to start their adoption absence.*

 / 

3. What date did they start their adoption absence?

*Fill in this date if it is different from the date at question 1.*

 / 

4. When were they told by the adoption agency that they had been matched with a child for adoption?

*See Employer's Help Book, Pay and time off work for adoptive parents, E16, if you're not sure what this means.*

 / 

5. When did they expect the child to be placed with them?

*See Employer's Help Book, Pay and time off work for adoptive parents, E16, if you're not sure what this means.*

 / 

6. When was the child placed with your employee?

*Fill in this date if it is different from the date at question 5.*

 / 

7. Is your employee entitled to SAP?

*If they are not remember to show why in the 'Notes' column when filling in Part 6*

Yes  No

8. Did you give them *Why I cannot pay you SAP*, form SAP1, to tell them that they are not entitled to SAP?

*You can get these forms from the Employer's Orderline or the Employer's CD-ROM in the Employer's Pack. You may find it useful to keep a copy of this form if your employee disagrees with your decision.*

Yes  No

## 6 Record of SAP pay period

Note the start date of each week in the SAP pay period. SAP weeks can start on any day	Show number of the tax week the end of SAP week is in	✓ one box for each week W= Worked P = Paid E = Excluded from SAP S = Sick <i>Put reasons in Notes column</i>	Show how much SAP paid in each week.	This will help you to calculate how much SAP you can get back. <i>See Employer's Help Book, Pay and time off work for adoptive parents, E16 for further information.</i>	Note here any reasons why they cannot get SAP <i>Continue in the Notes section on page 4, Part 7 if necessary</i>
Start of SAP week	Week No	W P E S	Amount of SAP paid	Running total of SAP	Notes
1 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
2 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
3 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
4 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
5 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
6 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
7 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
8 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
9 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
10 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
11 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
12 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
13 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
14 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
15 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
16 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
17 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
18 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
19 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
20 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
21 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
22 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
23 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
24 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
25 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
26 / /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	

## 7 Notes

Please use this page to record any additional notes you may want to keep.