

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

What to do now

Please read these guidance and fill in 'Record of SAP pay period', making any additional notes in the 'Notes' box, if appropriate.

Further information

For further information on how and when you must pay SAP and what records you must keep, see Employer Helpbook, E16, Pay and time off work for adoptive parents, which is available on the Employer CD-ROM. There is also an interactive SAP learning program on the Employer CD-ROM. The program will take you step-by-step through the process of calculating and paying SAP.

You can get more copies of this form and the Helpbook from our website, go to www.hmrc.gov.uk/employers or from the Employer Orderline on **0845 7 646 646**.

If you need help with this form or with the SAP scheme, please get in touch with your HM Revenue & Customs office. Alternatively, you can contact the Employer Helpline on **0845 7 143 143**, or attend a workshop arranged by our Advice Teams. You can contact them online at www.hmrc.gov.uk/bst/index.htm or by phoning your HM Revenue & Customs office.

How to use this Statutory Adoption Pay record sheet

This record sheet is in two parts. Use:

- '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.
- '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 do not qualify for SAP from the start you only need to fill in the first week of the record.

Record of notification of adoption absence

Surname

First name(s)

National Insurance number

Tax year ending 5 April

Enter the date your employee intends to start their adoption absence. *Enter the date as soon as you know it.*

Enter the date they told 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.*

Enter the date they started their adoption absence. *Fill in this date if it is different from intended start date of adoption absence.*

When were they told by the adoption agency that they had been matched with a child for adoption? *See Employer Helpbook, E16, Pay and time off, if you are not sure what this means.*

When did they expect the child to be placed with them? *See Employer Helpbook, E16, Pay and time off, if you are not sure what this means.*

When was the child placed with the employee? *Fill in this date if it is different from the date above.*

Is your employee entitled to SAP? *If they are not remember to show why in the 'Notes' box when filling in 'Record of SAP pay period'.*

No Yes

If 'Yes', from what date?

Did you give them form SAP1, 'Why I cannot pay you SAP', to tell them that they are not entitled to SAP? *You can get these forms from the Employer Orderline or the Employer CD-ROM in the Employer Pack. You may find it useful to keep a copy of this form if your employee disagrees with your decision.*

No Yes

If 'Yes,' on what date?

Record of SAP pay period

	Enter the start date of each week in the SAP pay period. SAP weeks can start on any day.	Enter the tax week number the end of SAP week is in.	Tick one box for each week. W = Worked P = Paid E = Excluded from SMP S = Sick <i>Put reasons in Notes column.</i>				Enter how much SAP paid in each week.	This will help you to calculate how much SAP you can get back. <i>See Employer Helpbook, E16, Pay and time off work for adoptive parents, for further information.</i>	Note here any reasons why he/she cannot get SAP. <i>If necessary, continue in 'Notes' box on page 3.</i>
	Start of SAP week	Week number	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"/>	£	£	

Record of SAP pay period

<p>Enter the start date of each week in the SAP pay period. SAP weeks can start on any day.</p> <p>Start of SAP week</p>	<p>Enter the tax week number the end of SAP week is in.</p> <p>Week number</p>	<p>Tick one box for each week.</p> <p>W = Worked P = Paid E = Excluded from SMP S = Sick</p> <p><i>Put reasons in Notes column.</i></p> <p>W P E S</p>	<p>Enter how much SAP paid in each week.</p> <p>Amount of SAP paid</p>	<p>This will help you to calculate how much SAP you can get back.</p> <p><i>See Employer Helpbook, E16, Pay and time off work for adoptive parents, for further information.</i></p> <p>Running total of SAP</p>	<p>Note here any reasons why he/she cannot get SAP.</p> <p><i>If necessary, continue in 'Notes' box below.</i></p> <p>Notes</p>	
27	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
28	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
29	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
30	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
31	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
32	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
33	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
34	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
35	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
36	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
37	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
38	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	
39	/ /		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£	£	

Notes

Please use this part to record any additional notes you wish to keep.