

CIS Helpline 0845 366 7899

Your monthly return

This return is for payments to subcontractors in the construction industry.

You are required by law to fill in and sign a return and send it back in time to reach us by the 19th of the month.

You will be charged a penalty if we do not receive your return by the 19th of the month in which it is due.

If the address we have shown is not correct, phone the CIS Helpline immediately on **0845 366 7899**.

How to fill in this return

- Only write inside the boxes. Use **black ink** and capital letters.
- If you make a mistake, please cross it out and write the correct information underneath.
- **Leave blank any boxes that do not apply to you**
 - please do not strike through anything irrelevant.
- Do not fold the return. Send it back to us unfolded in the envelope provided.

Photocopies are not acceptable.

If you prefer, you can fill in your monthly return online. To do this, please go to **www.hmrc.gov.uk/new-cis** for further information.

Help

We are happy to help if you have any questions about your return. You can

- use the guidance notes included in your Contractor Pack
 - further copies are available from the CIS Orderline on **0845 366 7899**, or
- go to **www.hmrc.gov.uk/new-cis** or
- phone the CIS Helpline on **0845 366 7899**
 - if you need further information about filling in this return
 - if you realise you have made a mistake after you have sent in your return
 - if you need a replacement return.

REFERENCES AND MONTH ENDING

We need these details so we can be sure we have received your return for the correct month.

What is your Accounts Office reference number?

Take this from the front of your *Payslip Booklet*

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What is your Contractor's unique tax reference (UTR)?


This is the 10-digit number at the top of your *Tax Return*

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What is the month ending for this return?

(The tax month runs from the 6th of one month to the 5th of the next.)

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Please turn over 


Supplying the following information will help speed things up if we need to talk to you about your return.

1	Contact name	2	Contact phone number/mobile number
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

3 If you have not made any payments to subcontractors in the construction industry for the month shown, you must make a nil declaration. Do this online at www.hmrc.gov.uk/new-cis, by phoning the CIS Helpline on **0845 365 7899**, or go to 'DECLARATION AND CERTIFICATE' at the top of page 4 and fill in the return from there.

Use **black ink** to fill in the white boxes below. Only fill in details for those subcontractors you have paid.

[illegible]

Please turn over 

DECLARATION AND CERTIFICATE

As the contractor you may be liable for any deductions you should have made but have not declared on a monthly return to HM Revenue & Customs (HMRC).

If you **have not** paid any subcontractors for the month shown on this return, go to box 5.

If you **have** paid subcontractors for the month shown on this return, go to box 6.

5 Nil return

I confirm that no payments have been made to subcontractors in the construction industry in this period.
Put 'X' in the box below.

☐

Now go straight to box 8.

6 Employment status

The **employment status** of each individual included on this return, and any continuation sheets, has been considered and payments have **not been made under contracts of employment**.

Put 'X' in the box below.

☐

7 Verified subcontractors

Every subcontractor included on this return, and any continuation sheets, has either been **verified** with HMRC, or has been included in previous CIS returns in this, or the previous two tax years.

Put 'X' in the box below.

☐

8 If you do **not** anticipate paying subcontractors in the next six months, put 'X' in the box below.

☐

This means we will not send you a monthly return unnecessarily. But, **you must let us know when you start to pay subcontractors again** by phoning the CIS Helpline or writing to your HMRC office.

9 **Please sign below** to confirm the declaration made at either box 5 or boxes 6 and 7. We may penalise or prosecute you if you make false statements.

The information I have given on this return is correct and complete to the best of my knowledge and belief.

Signature

10 Please print your name

11 **Capacity in which signed** for example, contractor, payroll manager, wages clerk, agent.

WHAT TO DO NEXT

- If you fill in any continuation sheets you must send them back at the same time as your main monthly return otherwise your monthly return is incomplete.
- **Please do not fold** or staple any sheets together - keep them flat and use the envelope provided.
- Please send your completed return, including any continuation sheets, to:
HM Revenue & Customs, Construction Industry Scheme, Comben House, Farriers Way, LIVERPOOL, L75 1HL
- If a payment is due, send it to your HMRC Accounts Office and **not** with this return. See your *P30BC - Payslip Booklet* for notes on how to pay.