

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 the.

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

How to fill in this return

- Only write inside the boxes. Up 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.

REFERENCES AND MONTH ENDING

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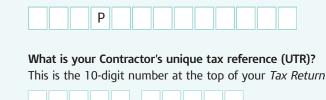
Help

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.

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

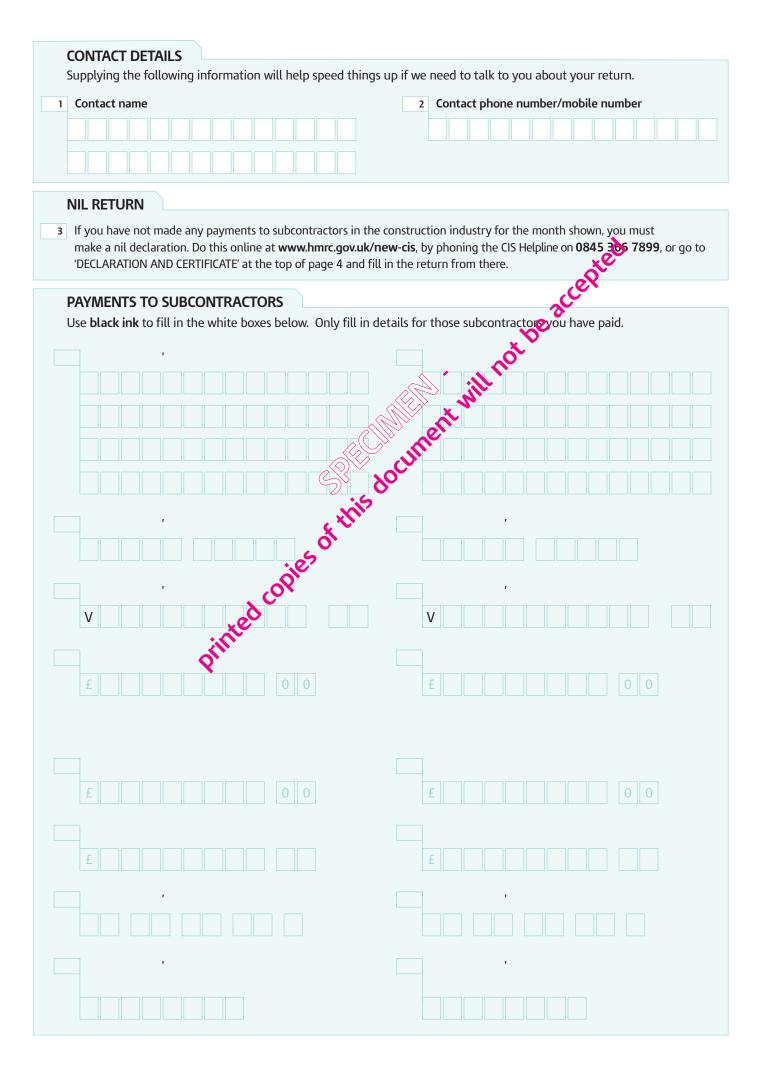


What is the month ending for this return?

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

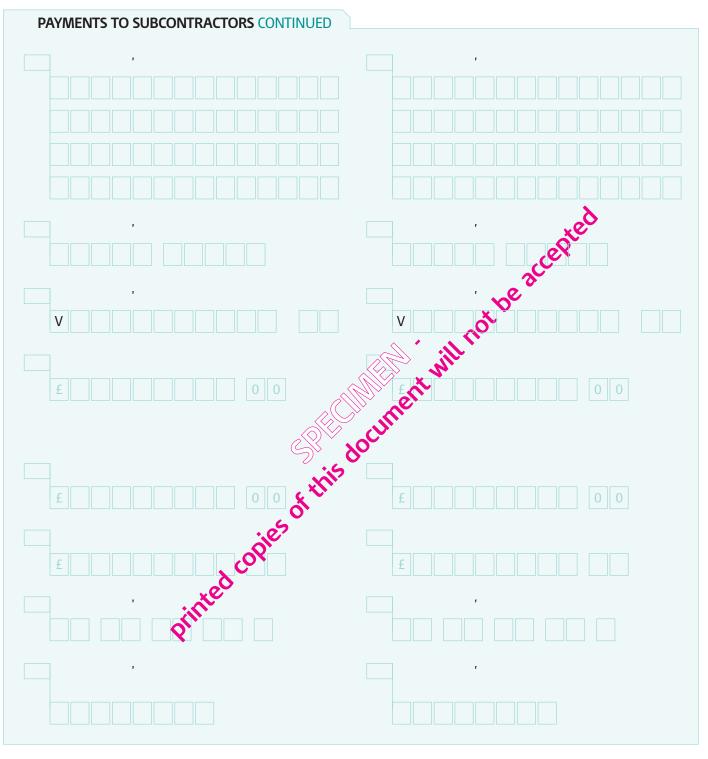


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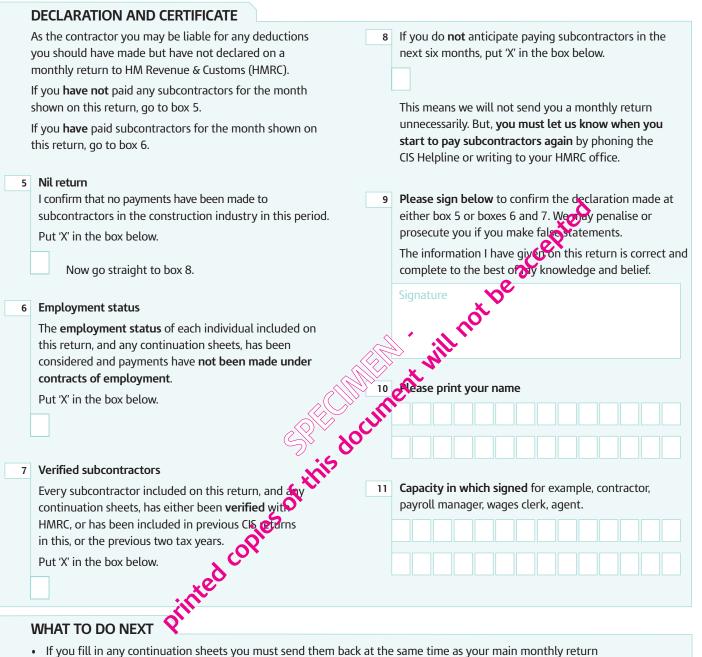
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If you have paid more than four subcontractors please fill in blank continuation sheets CIS300 (CS) (Man) and send them to us with your monthly return. You can get supplies from your Contractor Pack or, if you have run out, from the CIS Orderline on **0845 366 7899**.

Please turn over 🕥

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- If you num any continuation sheets you must send them back at the same time as your main i 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.