

Month/Year: _____

1. Subcontractor Verification (Before First Payment)

- ☐ Verify new subbies with HMRC (0300 200 3210)
- ☐ Confirm UTR matches subcontractor details
- ☐ Record verification reference number
- ☐ Check gross payment status registration

2. Payment Recording (Throughout Month)

- ☐ Record all payments with dates
- ☐ Separate labour vs materials (materials exempt)
- ☐ Keep copies of all subcontractor invoices
- ☐ Log payment method and reference numbers

3. Deduction Calculations

- ☐ Calculate at correct rate (20% standard / 30% unverified)
- ☐ Gross payment subbies: no deduction needed
- ☐ Prepare deduction statements for each subbie
- ☐ Issue statements within 14 days of month end

4. Monthly Return Submission

- ☐ Compile all payment and deduction data
- ☐ Submit CIS return via Government Gateway
- ☐ Keep confirmation of submission

5. Payment to HMRC

- ☐ Calculate total CIS deductions for the month
- ☐ Pay HMRC by deadline (see box)
- ☐ Keep payment confirmation/receipt

KEY DEADLINES

Return due: 19th of month

Payment (online): 22nd

Payment (post): 19th

E.g. January work:

Return 19th Feb, Pay 22nd

■ PENALTY RISK - Late Filing

1 day late: £100 per 50 subcontractors | 2 months: +£200 per 50

6 months late: +£300 or 5% of deductions (whichever higher)

12 months late: +£300 or 5% of deductions (whichever higher)

Plus interest charged on late payments at HMRC rate

Subcontractor Name: _____ Date: _____

1. HMRC Verification Steps

- ☐ Collect subcontractor's Unique Taxpayer Reference (UTR)
- ☐ Collect National Insurance number
- ☐ Verify online at gov.uk/use-construction-industry-scheme-online
- ☐ OR call HMRC CIS helpline: 0300 200 3210
- ☐ Record the verification number provided by HMRC
- ☐ Note the deduction rate confirmed (gross / 20% / 30%)

2. Documents to Collect & File

- ☐ Copy of UTR confirmation letter or document
- ☐ Proof of National Insurance number
- ☐ Proof of business registration (Companies House / self-employed)
- ☐ Completed subcontractor declaration form
- ☐ Bank details for payment
- ☐ Contact details and business address

3. CIS Deduction Rates

Status	Rate	When Applied
Gross Payment	0%	Met turnover tests
Net Payment	20%	Standard registered
Unverified	30%	Not registered/failed

QUICK REFERENCE

HMRC CIS Helpline: 0300 200 3210
Verify online: gov.uk/use-construction-industry-scheme-online

Records retention: 6 years minimum

4. Record Retention

- ☐ Keep all CIS records for 6 years minimum
- ☐ Store: payments, statements, verification refs
- ☐ Retain all subcontractor invoices
- ☐ Keep monthly return confirmations

Verification Record

HMRC Ref: _____

Rate Confirmed: _____

Verified By: _____