

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

KEY DEADLINES

Return due: 19th of month

Payment (online): 22nd

Payment (post): 19th

E.g. January work:

Return 19th Feb, Pay 22nd

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

■ 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: _____