

Hints and Tips on GovTalkHeader and IRheader - CIS

GovTalkHeader

Please note that you must prepare the GovTalkHeader in accordance with the latest Gateway protocol. These Hints and Tips are intended to provide further guidance relating to the Gateway protocol, they are not intended to replace the protocol.

1. Envelope Version	
Structure	GovTalkMessage/EnvelopeVersion
Mandatory or Optional	M
1. Must be set to 2.0	

2. Class	
Structure	GovtalkMessage/Header/MessageDetails/Class
Mandatory or Optional	M
1. Must be set to IR-CIS-CIS300MR for CIS300 monthly returns 2. Must be set to IR-CIS-VERIFY for verification requests	

3. Transaction ID	
Structure	GovTalkMessage/Header/MessageDetails/TransactionID
Mandatory or Optional	O
1. Not required for CIS submissions.	

4. Audit ID	
Structure	GovTalkMessage/Header/MessageDetails/AuditID
Mandatory or Optional	O
1. Not required for PAYE submissions.	

5. Gateway Test	
Structure	GovTalkMessage/Header/MessageDetails/GatewayTest
Mandatory or Optional	M
1. Must be set to 1 for testing to VSIPS. 2. Must be absent or set to 0 for live submissions. 3. All messages to the Gateway including submit_poll and delete_request must contain the correct Gateway Test Indicator	

6. Gateway Timestamp	
Structure	GovTalkMessage/Header/MessageDetails/GatewayTimestamp
Mandatory or Optional	O
1. If present in submit_request message, value must be empty.	

7. Sender ID	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/SenderID
Mandatory or Optional	M
1. SenderID supplied by SDS team for VSIPS testing. 2. Live submissions must contain a genuine SenderID.	

8. Role	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/Authentication/Role
Mandatory or Optional	O
1. If present, should contain principal .	

9. Value	
Structure	GovTalkMessage/Header/SenderDetails/IDAuthentication/Authentication/Value
Mandatory or Optional	M
1. Value supplied by SDS team for VSIPS testing. 2. Live submissions must contain a genuine password.	

10. Keys		
Structure	GovTalkMessage/GovTalkDetails/Keys/Key/@Type	
Mandatory or Optional	M	
<p>1. Must be in the format: <Keys> <Key Type="TaxOfficeNumber">NNN</Key> <Key Type="TaxOfficeReference">xxxx</Key> </Keys></p> <p>2. Tax Office Number and Reference supplied by SDS team for VSIPS testing.</p> <p>3. Live submissions must contain a genuine Tax Office Number and Reference.</p> <p>4. The Tax Office Number and Reference in the GovTalkHeader must match the Tax Office Number and Reference in the IRheader.</p>		

11. Organisation		
Structure	GovTalkMessage/GovTalkDetails/TargetDetails/Organisation	
Mandatory or Optional		
<p>1. Should be set to IR.</p>		

12. URI		
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/URI	
Mandatory or Optional	M	
<p>1. Must contain 4 digit vendor ID issued by SDS team.</p> <p>2. This should be used instead of <Name> within <ChannelRouting>.</p>		

13. Product		
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/Product	
Mandatory or Optional	M	
<p>1. Should contain the name of the Software product being used to submit the Return.</p>		

14. Version		
Structure	GovTalkMessage/GovTalkDetails/ChannelRouting/Channel/Version	
Mandatory or Optional	O	
<p>1. Should show the version of the software (as specified in the <Product> element) that was used to create the original message.</p>		

IRheader

15. Test message		
Structure	IRheader/TestMessage	
Mandatory or Optional	O	
<ol style="list-style-type: none"> Not current available in TPVS/VSIPS for CIS. Test in live not currently supported for CIS Must be absent or set to 0 for live submissions 		

16. Keys		
Structure	IRheader/Keys/Key/@Type	
Mandatory or Optional	M	
<ol style="list-style-type: none"> Must be in the format: <pre><Keys> <Key Type="TaxOfficeNumber">NNN</Key> <Key Type="TaxOfficeReference">xxxx</Key> </Keys></pre> Tax Office Number and Reference supplied by SDS team for VSIPS testing. Live submissions must contain a genuine Tax Office Number and Reference. The Tax Office Number and Reference in the GovTalkHeader must match the Tax Office Number and Reference in the IRheader. 		

17. Period end		
Structure	IRheader/PeriodEnd	
Mandatory or Optional	M	
<ol style="list-style-type: none"> For CIS300 Monthly Returns must contain the relevant month ending date - in the format CCYY-MM-DD Field is ignored for Verification Requests – but should contain the current month ending date 		

18. Principal		
Structure	IRheader/Principal/	
Mandatory or Optional	O	
<ol style="list-style-type: none"> If present must contain Contact details 		

18.1 Contact		
Structure	IRheader/Principal/Contact	
Mandatory or Optional	M	

18.2 Name		
Structure	IRheader/Principal/Contact/Name	
Mandatory or Optional	O	
1. If present Fore and Sur must be sent		

18.3 Fore		
Structure	IRheader/Principal/Contact/Fore	
Mandatory or Optional	M	
1. Must contain the forename of the principal contact		

18.4 Sur		
Structure	IRheader/Principal/Contact/Sur	
Mandatory or Optional	M	
1. Must contain the surname of the principal contact		

18.5 Telephone		
Structure	IRheader/Principal/Contact/Telephone	
Mandatory or Optional	O	
1. If present telephone Number must be sent		

18.6 Telephone/Number		
Structure	IRheader/Principal/Contact/Telephone/Number	
Mandatory or Optional	M	
1. Must contain the telephone number of the principal contact		

19. Agent		
Structure	IRheader/Agent	
Mandatory or Optional	O	
1. If present may contain any of the following optional tags - AgentID, Company, Address, Contact		

19.1 AgentID		
Structure	IRheader/Agent/AgentID	
Mandatory or Optional	O	
1. The ID of the agent acting/bureaux etc acting acting for the employer		

19.2 Company		
Structure	IRheader/Agent/Company	
Mandatory or Optional	O	
1. Name of the acting agent company.		

19.3 Address		
Structure	IRheader/Agent/Address	
Mandatory or Optional	O	
1. If present must contain between 1 and 4 separate lines of the acting agent address IRheader/Agent/Address/Line		

19.4 Contact		
Structure	IRheader/Agent/Contact	
Mandatory or Optional	O	

19.5 Name		
Structure	IRheader/Agent/Name	
Mandatory or Optional	O	
1. If present Fore and Sur must be sent		

19.6 Fore		
Structure	IRheader/Agent/Fore	

Mandatory or Optional	M	
1. Must contain the forename of the agent acting		

19.7 Sur		
Structure	IRheader/Agent/Sur	
Mandatory or Optional	M	
1. Must contain the surname of the agent acting		

19.8 Telephone		
Structure	IRheader/Agent/Contact/Telephone	
Mandatory or Optional	O	
1. If present telephone Number must be sent		

19.9 Telephone/Number		
Structure	IRheader/Agent/Contact/Telephone/Number	
Mandatory or Optional	M	
1. Must contain the telephone number of the agent		

20. Default currency		
Structure	IRheader/DefaultCurrency	
Mandatory or Optional	O	
1. Should include GBP .		

21. Namespace		
Structure	IRheader/Manifest/Contains/Reference/Namespace	
Mandatory or Optional	O	
1. The namespace of the schema in use.		

22. Schema version		
Structure	IRheader/Manifest/Contains/Reference/SchemaVersion	
Mandatory or Optional	O	
1. The version of the schema in use.		

23. Top element name		
Structure	IRheader/Manifest/Contains/Reference/TopElementName	
Mandatory or Optional	O	
1. The top element name of the schema in use.		

24. IR mark		
Structure	IRheader/IRmark/@Type	
Mandatory or Optional	M	
1. Must include Type = "generic" 2. Must include a valid IRmark		

25. Sender		
Structure	IRheader/Sender	
Mandatory or Optional	M	
1. Must include Individual, Company, Agent, Bureau, Partnership, Trust, Government or Other to identify the type of submitter.		