
CIS333 CD-ROM Technical Specification

Version 1.0

Jul 2006

Contents

Introduction	4
Example File Format	5
Section 1	6
CIS333 – CSV Data Layout	6
Appendix 1	8
Changes History.....	8

INFORMATION

This document is aimed at software developers who may be interested in developing processes to automatically import into or check data on their customer systems.

Introduction

The CIS333 is used to notify contractors of subcontractors they do not have to verify for payment in new CIS. The output consists of one front page letter plus a CD-ROM containing the list of subcontractors.

The CD-ROM is in comma separated variable format (CSV). The information in the CSV file is designed to be both human-readable and machine readable (since not all recipients will necessarily be loading the data directly into their IT systems). The information consists of two rows of literals (column headings) plus multiple rows of data. There will be a minimum of 126 rows of data: contractor details plus a minimum of 125 subcontractors. An individual CD will only ever contain information relating to a single Contractor UTR and Scheme ID.

Only the first 28 characters of a name are provided. Those entries preceded with a * indicate the subcontractor's name as held on our records and not their trading name¹. You can cross check with the subcontractor's UTR if you are unsure. The * should be removed from the name before storage in any IT system.

The data in the file is represented schematically in the following diagram

Row 1 (Literals)	Contractor Name	Contractor UTR	Scheme ID		
Row 2 (Data)	<Contractor Name>	<Contractor UTR>	<Scheme ID>		
Row 3	<Blank Line>				
Row 4 (Literals)	Subcontractor's UTR	Subcontractor's Name	National Insurance number or Company registration number	Tax month last paid	Tax treatment
Row n+5 (Data)	<Subcontractor n's UTR>	<Subcontractor n's Name>	<Subcontractor n's NINO or CRN>	< Tax month Subcontractor n's was last paid>	<Tax treatment of Subcontractor n>

¹ For entries preceded by a * only the first 27 characters of the name are provided

Example File Format

The csv file format will be as shown

Contractor name,Contractor UTR,Contractor Scheme ID

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, 999999999,111

Subcontractor UTR,Subcontractor Name,National Insurance number or Company registration number,Tax Month Last Paid,Tax Treatment

999999999,XXXXXXXXXXXXXXXXXXXXXXXXXXXX,XX999999X,DD/MM/YYYY,GROSS
999999999,XXXXXXXXXXXXXXXXXXXXXXXXXXXX,XX999999X,DD/MM/YYYY,NET
999999999,*XXXXXXXXXXXXXXXXXXXXXXXXXXXX,XX999999X,DD/MM/YYYY,GROSS
999999999,XXXXXXXXXXXXXXXXXXXXXXXXXXXX,99999999,DD/MM/YYYY,GROSS
999999999,XXXXXXXXXXXXXXXXXXXXXXXXXXXX,XX999999,DD/MM/YYYY,NET

The length of this Subcontractor List will be variable.

The following example shows a file structure with example data populated

Contractor name, Contractor UTR, Contractor Scheme ID

GREAT BUILDERS ARE US,1733357917,1

Subcontractor's UTR,Subcontractor's Name,National Insurance number or Company registration number,Tax month last paid,Tax treatment

4906914055,QUICK FIXERS,55172839,05/04/2005,GROSS
1728191178,GEOFF ELTON,NS224455 ,05/06/2004,NET
1730093254,WILL WEATHERBY,XC203370V,05/10/2005,NET
1732698337,ANDREW ANGUS,XC203371V,05/06/2004,NET
1733358017,F G REES DRYLINING & PLASTER,DF1234,05/10/2005,GROSS
1743187734,*MR JAMES WILLIAM LONGFELLOW,WS203383P,05/10/2005,NET
1858415362,CHARLES & CHARLES SPECIALIST,123456,05/09/2005,GROSS
2145030002,CHRIS PANE,BG123456B,05/06/2004,NET
2145030051,TREVOR THOMAS,HH654321 ,05/09/2005,NET
2742855706,R RUPERT,ND456789D,05/10/2005,NET
4854278454,ST. GEORGE'S TRUST,,05/09/2005,GROSS
6145044332,D HASSLEHOF,,05/09/2005,NET
2145030051,*MR T THOMAS,NK123478A,05/10/2005,NET

CIS333 – CSV Data Layout

Row 2 – Contractor Scheme Details		
	Field	Field Details
1.	Contractor's Name	<p>First 28 characters of Contractor's Name as held on HMRC systems</p> <p>Character Set is A-Z, a-z, 0-9, plus any of the following characters:</p> <p>hyphen (-), tilde (~), exclamation mark (!), quotes ("), ampersand (@), hash (#), dollar sign (\$), percent sign (%), ampersand (&), apostrophe ('), brackets (), asterisk (*), plus sign (+), comma (,), minus sign (-), full stop (.), colon (:), semi-colon (;), lesser-than sign (<), equals sign (=), greater-than sign (>), question mark (?), square brackets ([]) backward slash (\), forward slash (/), caret (^), underscore (_), braces ({ }), pound sign (£), euro sign</p>
2.	Contractor's UTR	Ten numerics
3.	Scheme ID	<p>Up to three numerics 0-999</p> <p>Scheme ID will NOT be zero padded, i.e. if the scheme id of the contractor is 001, this will be populated as 1</p>

CIS333 CD-ROM Technical Specification

Row 5 onwards – Subcontractor Details		
	Field	Field Details
1.	Subcontractor's UTR	Ten numerics
2.	Subcontractor's Name	<p>First 28 characters of Subcontractor's Name</p> <p>Character Set is A-Z, a-z, 0-9, plus any of the following characters:</p> <p>hyphen (-), tilde (~), exclamation mark (!), quotes ("), ampersand (@), hash (#), dollar sign (\$), percent sign (%), ampersand (&), apostrophe ('), brackets (), asterisk (*), plus sign (+), comma (,), minus sign (-), full stop (.), colon (:), semi-colon (;), lesser-than sign (<), equals sign (=), greater-than sign (>), question mark (?), square brackets ([]), backward slash (\), forward slash (/), caret (^), underscore (_), braces { }, pound sign (£), euro sign</p> <p>Subcontractor names without a leading * are Trading Names.</p>
3.	National Insurance number or Company registration number	<p>This field will contain either a NINO or CRN, depending on whether the subcontractor is an individual (NINO) or a company (CRN). Note that it may be empty (i.e. not present) in exceptional circumstances where subcontractor does not have a valid NINO or CRN</p> <p>NINO is formatted as XX999999X (i.e. 9 characters)</p> <p>CRN is formatted as 99999999 for England and Wales, and XX999999 for Scotland and Northern Ireland (the numeric component will have at least one digit, i.e. 3..8 characters for England and Wales and 1..8 characters for Scotland and Northern Ireland)</p>
4.	Tax month last paid	Date is formatted as DD/MM/CCYY
5.	Tax treatment	Tax treatment will contain either of the words "GROSS" or "NET"

Changes History

None