

Guidance notes for submitting a return under ss17/18 and/or SI 03/3297 (SIR) on a spreadsheet

If you have received a notice under the above legislation you are legally obliged to make a return of the information specified in the notice to HM Revenue and Customs (HMRC / us). The notice explains more about this legal obligation and the type of information we require from you.

1.1 Sending your ss17/18 and/or SI 03/3297 return on a spreadsheet

We would prefer all returns normally submitted on paper to be submitted on a spreadsheet from 01/03/11 onwards. To help you with this we have set up pre-formatted Microsoft Excel spreadsheets, which you can download to your computer (see links below). These templates should help ensure your return fits our format and so can be successfully captured. Please follow the guidance notes below and in the comments boxes linked to the headings on the template.

The spreadsheets on the website replace the previously published versions. We will continue to accept the previously published version but would prefer you to change to the new version.

To use the template:

- Select the appropriate link from our website and open the spreadsheet template.
- Save the spreadsheet template to your computer.
- Use the saved spreadsheet to make your return. Please follow the guidance below, in the yellow comments boxes on the spreadsheet itself and look at the examples in the examples spreadsheet on the website.

1.2 Submission methods

After you have compiled your return you can send it to us using the following methods:

- **Secure Electronic Transfer (SET)** . this is a secure online submission method through which you can send your spreadsheet return. For further details please follow this link [SET details](#).
- **On electronic media** . we can accept CDs, DVDs or memory sticks through the post. Please bear in mind that we can only accept responsibility for the security of the data once we receive it; so we recommend that you take steps to secure the data in transit.

1.3 Advice on secure submission

If you are submitting via our SET service, that service will provide all the information required.

If you are submitting on physical media, such as CD, the most up-to-date security advice is detailed in our bulletins on our ss17/18 web page. Follow this link:

<http://www.hmrc.gov.uk/esd-guidance/si-7-si-8-si-reporting.htm#5>

1.4 Compiling your spreadsheet return

- Please confine your return to a single worksheet in an Excel workbook. Please do not use multiple tabs. Do not complete more than 1000 lines.
- Please retain the headings shown on the template. The order of columns is important so please follow the template. Please do not insert additional columns or delete any. If you do not have any data to put into a column please retain the column but leave it blank.
- When showing addresses please enter the address in the fields provided. If you do not need all the fields leave them blank. **Please do not use commas in any part of the address.**

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- Please enter the postcode in the dedicated column provided.
- Please do not use 'lowercase L' for 1 or 'capital o' for zero. When entering numbers please use the digits 0-9 only and use a full stop as the decimal point when appropriate. **Please do not include commas, spaces or currency symbols within figures.**
- When entering dates please always use the UK digital date format (for example, 4 October 2010 should be entered as 04102010).

1.5 Currency codes

The template asks you to enter a code for each amount to identify the appropriate currency. These currency codes are recognised internationally. Commonly used currency codes are:

UK Sterling	GBP
Euro	EUR
United States Dollar	USD
Canadian Dollar	CAD
Australian Dollar	AUD

The full list of currency codes for ss17/18 is at [Full list of currency codes](#).

The full list of SIR currency codes is in Appendix 6 of the SIR guidance follow [this link](#).

If the currency code column in your return is blank we will assume that the amounts are in UK Sterling.

1.6 Contacts

If you need to contact us about your return please use the contact details shown on your notice.

1.7 Which spreadsheet template to use

There are now three spreadsheets. Which one you should use depends on what letter the institution reference we have given you begins with.

Use spreadsheet *S17_SIR_refs_A_or_B* if your institution reference begins with A or B.

Use spreadsheet *S18_SIR_refs_L_or_S* if your institution reference begins with L or S.

Use spreadsheet *SIR_only_for_ref_X* if your institution reference begins with X.

Each spreadsheet template has an example spreadsheet that goes along with it. So the examples spreadsheets are called:

Example_S17_SIR_refs_A_or_B for references beginning with A or B.

Example_S18_SIR_refs_L_or_S for references beginning with L or S.

Example_SIR_only_for_ref_X for references beginning with X.