

Spreadsheet Guidance note for s17 and SIR return 2009/10

1. General information

1.1 What the spreadsheet can be used for

The s17/SIR spreadsheet covers two types of return on one sheet. You may use it to:

- make a return of the information required by section 17 Taxes Management Act 1970 (called hereafter “s17”); or,
- make a report under the Reporting of Savings Income Information Regulations 2003 (called hereafter “SIR”).

Only put the information for one type of return on any one row. Some cells in each row are used by one type of return, some by the other and some by both. You will not use all the cells on each row because some are used by the other type of return.

You can avoid having your return rejected, and needing to do all the work again, by closely following these notes.

1.2 What the rest of these notes cover

The other parts of these notes tell you about ...
Section 2	where the form covers both type of report.
Section 3	how to use the form to report payments for s17.
Section 4	how to use the form to report payments under SIR.
Section 5	gives advice on data security and contact information for help from us.

1.3 Who may use the spreadsheet?

You can use this spreadsheet to make your s17 and SIR return if you normally submit paper returns for section 17 or SIR and your institution reference number begins with A, B or L. The spreadsheet is not a substitute for existing electronic returns.

1.4 Further help

If you need help with the return or the spreadsheet, please contact our Charities, Assets and Residence office at the address in paragraph 5.3.

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2. General information covering both types of return

2.1 Getting started

To use the spreadsheet, you must have Microsoft Excel 97 or higher installed on your computer. This includes having it by way of Microsoft Office 97 or higher.

2.2 Begin by completing the Cover Sheet

Enter your institution's reference number and name from the notice we have sent you to make a return. This information is then copied across automatically to the data sheet on every row you use.

Enter the year in which the reported tax year ends (e.g. for the 2008/9 tax year, enter 2009). This information is then copied across automatically to the data sheet on every row you use.

When you have completed your return on the data sheet come back to this sheet and fill in the number of rows you have completed. Remember to exclude the few rows that the headings take up. We will use this information to make sure that we have processed all the data on your return.

2.3 Then enter your records on the Data Sheet

Please complete a separate row for each account holder. If you find it easier, you can copy and paste a row and then change the account holder's name, date of birth, National Insurance Number and Tax Identification Number. This may be useful where you are reporting two people who are parties to the same account.

Individual boxes in the spreadsheet are called cells. Cells coloured:

- **yellow** are completed automatically when you complete the cell next to them.
- **pink** are mandatory ones you must complete for that type of report.

The sheet automatically copies your institution reference number from the cover sheet into column A so the first cell you complete is the one in column B. This will fix the type of return the row is going to be, s17 or SIR, and subsequent cells will be coloured coded for you. When you select SIR certain cells later in the row will turn **dark grey**. This means you do not have to put anything in these cells. They are used for the other type of return.

2.4 Sending in your completed forms

Please return your completed spreadsheets on CD/DVD, floppy disks or USB sticks and send to our Centre for Research & Intelligence. Their address is in paragraph 5.3.

We strongly encourage the use of encryption to protect the contents of your return. Guidance on data security and encryption is in part 5 below.

Please send in your return as soon as possible after 5 April each year but in any event not later than 30 June or the date we specify in the notice we send you. If you are reporting partly on paper and partly on magnetic media, each sub-report must be either entirely on paper or entirely on magnetic media.

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3. Reporting information for s17 (deposit and building society interest)

3.1 What to report

Full details of what interest you must report under s17 are in the Section 17 Guidance Notes available from our website at www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm

3.2 Completing the cover sheet batch details for s17

Entry (all mandatory)	What to put in the cell.
Institution reference	<p>This is the reference we have allocated to you and is in the format A9999/99 or B9999/99. The first 5 characters identify the institution making the report and the final 2 characters identify the number of the sub-report. We use the sub-report number to identify each report made where account information is held in different formats, on different systems or in different media.</p> <p>If you are supplying the report in a combination of magnetic media, spreadsheet or paper the final two characters will be 02 or higher.</p> <p>We will tell you the reference number to use for each type of report on the notice we send you telling you to make a return. If you are in doubt about what reference to use please contact Charity, Assets and Residence at the address shown in paragraph 5.3 below.</p>
Financial Institution name	Your business name.
Tax Year	Using the format CCYY, enter the calendar year in which the tax year being reported ends. For example for a report to 5 April 2009 the entry should be 2009.
Number of rows	Enter the number of rows you have used on the data sheet. Do not count the rows used for headings, just those containing your data.

3.3 How many s17 payments can go on one row?

If you make more than one payment to a single account or security, you may **either** report:

- each individual transaction on a separate row; **or**,
- an aggregate (total) figure, of all transactions for the account for the year, on one row.

For example, if a security pays interest 4 times a year, you could report this as 4 transactions on 4 rows or they could be aggregated into one larger payment on a single row.

Please report consistently using all aggregate or all individual transactions in each sub-report.

3.4 How many rows will you need for each account?

Complete **one row** for each transaction, or aggregate of transactions, where the account is:

- for an **individual** who is both the account-holder **and** is entitled to the interest arising on the account, that is a “sole” account;
- held on **behalf of an individual** (or individuals) and you don't hold a completed R85, for example, for a “re” account;
- for a **non-individual**, for example:
 - a company business account;

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- a partnership business account (unless it is a partnership of individuals:
 - at least one of whom has completed a form R85; or
 - where a form R105 has been completed after 5/4/01);
- a professional partnership, for example a law or accountancy firm;
- a club account;
- an account held for an association; or
- a charity or other body.
- a **joint account** where only one individual party to the account has a reportable address;

In all other cases:

Complete one row each for the first two named reportable individuals. Where

- an account is held on behalf of an individual (or individuals), for example a “re” account, and you hold **at least** 1 R85 please complete 1 row for each of the first two beneficial owners who have completed an R85.
- a joint account where:
 - **both** account-holders are entitled to the interest arising on the account;
 - **both** account-holders reside at the **same address**; and,
 - **neither** has completed an R85.

3.5 Completing the data sheet for s17

Only complete the boxes noted in the left hand column for s17. The other boxes are not used for s17, they are used for SIR.

[Column] Title	What to put in the cell
[A-B] Institution reference	<i>This cell is completed for you when you enter the reference number on the cover sheet page of the spreadsheet.</i>
[C] SI 03/3297 Report	Enter N
[D] Tax Year	<i>This cell is completed for you when you enter the year on the cover sheet page of the spreadsheet.</i>
[E] Sort Code	Complete this item only where account numbers are not unique to each customer.
[G] Account or security number	This is the unique number you allocate to each account. Do not include your sort code.
[H] Account name	Enter the name in which the account is held. For example, for a business partnership of individuals, this is the partnership name.

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[Column] Title	What to put in the cell
<p>[I] Number of participants</p>	<p>Enter the actual number of participants to the account (whether or not they are all reportable). For example:</p> <ul style="list-style-type: none"> • for an account of three participants: <ul style="list-style-type: none"> ○ all of whom are reportable: enter 3 ○ two of whom are reportable: enter 3 ○ one of whom is reportable: enter 3 • for an account held by a non-individual such as a company, club, association, charity or other body: enter 0. • for an account held by a partnership of individuals, where more than one row is being completed: enter the number of partners not the number of rows, e.g. 127. • for other partnership accounts, where a single form is being returned: enter 0.
<p>[J-M] Reportable Participant</p> <p>four cells titled:</p> <p>TITLE FORENAME MIDDLE NAMES SURNAME</p>	<p>Enter the name of the reportable person who holds the account to which you credited the interest or on whose behalf you received it.</p> <p>You can use standard abbreviations for the title such as DR for Doctor. If you do not have any of this information, e.g. no middle initials, leave the cell relating to it blank. For a non-individual, such as a company, put the name in the SURNAME cell.</p> <p>Each row must show the name of a reportable participant in this box. If you need to report more than one row for an account (see paragraph 3.4 for details), complete a separate row for each of the first 2 reportable participants to the account. Even if a partnership or joint account has more than 2 reportable individuals, you need only report the first 2.</p> <p>Where the account belongs to an individual(s), for example a 're' account, and you hold R85 form(s), complete one row for each individual (to a maximum of 2) for whom you hold a valid R85. So, for the account 'MR JONES RE: A AND B JONES', where both A and B have valid R85s in place, you will need two rows. On one row you show 'A JONES' and on the other 'B JONES'. If the account was 'MR JONES RE: A, B AND C JONES', and only A and C have R85s in place, only A and C would be reportable, with one row each. If you have R85s for A, B and C, only report the first 2 (A and B).</p>
<p>[N-S] Address</p> <p>In six cells titled:</p> <p>PROPERTY NO. STREET OR BUILDING ADDRESS 1 - 4</p>	<p>Enter the permanent address of the reportable participant whose name is shown for this row. Leave a space between each word. You can use standard abbreviations such as RD for ROAD. The final cell for the address must be the country if it is not the UK.</p>
<p>[T] Post Code</p>	<p>For UK addresses, the post code forms part of the address and should be included here unless, exceptionally, you do not have it. Please make sure you enter the space in the middle of UK postcodes.</p>

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[Column] Title	What to put in the cell
[W] NI (National Insurance) number	Enter the National Insurance number, if you know it, for the person named on this row. It should be shown in the format AB123456C. The final character should be either A, B, C or D but can be left blank. If you do not know the number, or the account is not for an individual, leave the cell blank.
[X] Date of birth Include separators, either - or /	Enter the date of birth of the person named on this row in the format DD/MM/CCYY. For example, for a person born on 3rd June 1944 show 03/06/1944. If you only know their year of birth show it as 00/00/1944. If you do not know their date of birth, or the account is not for an individual, leave the cell blank.
[AC] Gross interest	Enter the full amount of interest paid on, or credited to, the account Include a decimal point if this is needed for the currency reported. So, for Sterling, enter a decimal point, and show pence after it. Where the interest is not in Sterling (GBP), you may either: <ul style="list-style-type: none"> • convert the amount to Sterling and put that on the form; or, • report it in the foreign currency. If you choose to report in a foreign currency, enter the amount in the denomination indicated on the ISO Standard 4217 currency code list. For example, you should enter Dollars and cents with the cents entered after a decimal point. For currencies that do not use a decimal place do not include one. Do not enter any currency symbols. Do not format the cells to show currency symbols.
[AD] Tax deducted	Enter the full amount of any UK tax you have deducted from the interest. Please complete this entry on the same basis, and using the same currency, as the entry for Gross interest .
[AF] Currency code	Where you have paid or received interest in a foreign currency, enter the appropriate ISO Standard 4217 currency code in this cell, whether or not you have converted the amount to Sterling for this row. For example, enter USD where the interest was paid in US Dollars.
[AG] Conversion to Sterling	Where you have paid or received interest in a foreign currency and have converted it to Sterling before putting it in the Gross Interest cell on this row, enter Y . If you have reported the original currency of the interest in the row (including Sterling), enter N .
[AH] Post 5/4/01 R105	Where you have a valid R105 form, provided after 05/04/01, this entry should be Y . Otherwise N .
[AI] R85 signal	Where you have paid interest gross because you have an R85 which was valid on 5 April of the reported tax year or, for closed accounts, when the account was closed, enter: <ul style="list-style-type: none"> • 'F' – all participants have provided a valid R85; • 'P' – some participants have provided a valid R85 and some have not; or, • 'N' – no participants have provided a valid R85.
[AJ] New account indicator	If this is the first year that interest has been paid or credited to the account enter Y . Otherwise enter N .

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4. Reporting under SIR

4.1 What to report

For further information and guidance about SIR reporting please see the guidance notes available on our website at www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf

4.2 Completing the cover sheet batch details for SIR

Entry cell (all mandatory)	What to put in the cell.
Institution reference	<p>This is the reference we have allocated to you and is in the format A9999/99 or B9999/99. The first 5 characters identify the institution making the report (you) and the final 2 characters identify the number of the sub-report. We use the sub-report to identify each report made where account information is held in different formats, on different systems or in different media.</p> <p>If you are supplying your report wholly on paper then the final two characters will be 01. If, however, you are supplying the report in a combination of magnetic media, spreadsheet or paper the final two characters will be 02 or higher.</p> <p>We will tell you the reference number to use for each type of report on the notice we send you telling you to make a return. If you are in doubt about what reference to use please contact Charity, Assets and Residence at the address shown in paragraph 5.3 below.</p>
Financial Institution name	Your business name.
Tax Year	Using the format CCYY, enter the calendar year in which the tax year being reported ends. For example for a report to 5 April 2009 the entry should be 2009.
Number of rows	Enter the number of rows you have used on the data sheet. Do not count the rows used for headings, just those containing your data.

4.3 How many rows are needed?

If the payment is made to an **individual**, you should use a separate row for each reportable individual even when a number of individuals receive the income from the same account or security. For example, for a joint account, a separate form will be required for each individual who is reportable.

If the payment is made to a **residual entity** complete one row for each account or security.

4.4 How to complete the Data sheet for SIR

Only complete the columns noted on the left hand of the table below for SIR. The other boxes are not used for SIR, they are for s17. The letters on the left hand side are the column heading letters, the words in bold the column title. Mandatory cells are coloured yellow on the spreadsheet. Number references are to Paragraphs in the Savings Income Reporting guidance notes (on our website www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf).

[Column] Title	What to put in the cell.
[A-B] Institution reference	<i>This cell is completed for you when you enter the reference number on the cover sheet page of the spreadsheet.</i>
[C] SI 03/3297	Enter Y . This will lead to some cells being coloured dark grey . Do not

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[Column] Title	What to put in the cell.
report	put anything into these dark grey cells.
[D] Tax Year	<i>This cell is completed for you when you enter the year on the cover sheet page of the spreadsheet.</i>
[F] Income Code	<p>This distinguishes the category of income you are reporting. The entry should be one of the eight combinations of A, B, C or D with X or Y, e.g. AX, DY etc . You should use:</p> <p>A for savings income that is interest (see paragraphs 84-88 and 234)</p> <p>B for savings income that is either:</p> <ul style="list-style-type: none"> • interest accrued or capitalised on the sale, refund or redemption of a money debt; or, • income realised on sale, refund or redemption of shares or units (see paragraphs 117-120 and 235-238) <p>C for savings income which derives from interest and is distributed by a collective investment fund (see paragraphs 121-125 and 240-248), and</p> <p>D for savings income received by a receiving agent (see paragraphs 232-233).</p> <p>X if you are a paying agent (see 15-32), and</p> <p>Y if you are a receiving agent (see 33-38).</p> <p>For example, if you are a paying agent and on this form you are reporting that you made an interest payment you should enter 'AX'. Receiving agents should always enter 'DY'.</p>
[G] Account or Security number	<p>Enter here the account number or identification of the account or instrument for which the interest was paid or received.</p> <p>For accounts Enter the number of the account.</p> <p>For instruments Enter first an identifying letter to indicate which identification system is being used, i.e. I for ISIN, S for SEDOL or C for CUSIP, followed by the unique identification number for the instrument. For example; a security with an ISIN reference would be recorded as IAA999999999.</p> <p>No reference number Where there is no unique reference number, you must report the 'universal dummy' – QQ999999999. This number must be used only where there is no number available.</p>
[H] Account / Client name	Enter the client's name you hold on your system. For a business partnership of individuals, this would be the partnership name.
[J-M] Relevant Payee/Residual Entity Name four cells titled: TITLE FORENAME MIDDLE NAMES SURNAME	<p>Enter the name of the relevant payee or residual entity. Complete a separate row for each relevant payee who shares the payment or the receipt.</p> <p>Use the format TITLE, FORENAME, MIDDLE NAMES and SURNAME in consecutive cells. You may use standard title abbreviations such as DR for Doctor.</p>

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[Column] Title	What to put in the cell.
<p>[N-S] Address In six cells titled: PROPERTY NO. STREET OR BUILDING ADDRESS 1 - 4</p>	<p>Show the address of the relevant payee or residual entity named on the row (see paragraphs 154-166). You can report the address as at either 5th April (end of the tax year) or the date on which the interest is paid, as long as you are consistent across your sub-return.</p> <p>Leave a space between each word. You may use standard abbreviations such as RD for ROAD. The final row of the address must be the country if it is not the UK.</p>
<p>[T] Post Code</p>	<p>For UK addresses, the post code forms part of the address. Include it here unless, exceptionally, you do not have it.</p>
<p>[U-V] Country Code for country of residence</p>	<p>Choose the country of residence from the drop down list. The ISO country code for that country is copied to the second cell automatically.</p>
<p>[X] Date of birth Include separators, either - or /</p>	<p>If a date of birth is required (see paragraph 203) enter details in the format DD/MM/CCYY e.g. for 3 July 1956 enter 03/07/1956.</p>
<p>[Y] Tax Identification Number (TIN)</p>	<p>If a TIN is required (see paragraph 203) enter details.</p>
<p>[Z-AB] Place of birth and country code for place of birth</p>	<p>Enter the town of birth and choose the country of birth from the drop down list in the next cell. The two letter ISO country code for the country of birth will be put in the next cell automatically (see paragraph 203).</p>
<p>[AE] Savings Income Amount</p>	<p>Enter the amount of the savings income attributable to the relevant payee named on this row. (see paragraphs 234-248). If you do not have details of the precise shares you should divide the total interest paid by the number of parties to the account or holding and enter that figure.</p> <p>If you have paid the interest in a foreign currency, you have the option of converting the amount to Sterling, or reporting in the foreign currency. If you choose to report in the foreign currency, the amount you enter should be the denomination on the ISO Standard 4217 currency code, so, for example, you should enter Dollars and cents with the cents in the separated decimal boxes.</p> <p>If you are reporting in a currency that does not use a decimal place, do not enter one.</p> <p>Do not enter any currency symbol. Do not reformat the cells to show currency symbols.</p>
<p>[AF] Currency Code</p>	<p>Enter the appropriate code from the ISO Standard 4217 currency code list, to show what currency you are reporting Savings Income Amount in. Where you report in Sterling (GBP) you may leave the cell blank.</p>

5. Security, Allowable Characters and Contact Information

5.1 Security of returns and Passwords

We strongly encourage the use of encryption to protect the contents of your return. Guidance on data security and encryption is in section 8 of the section 17 Guidance note for 2008/09 on our website here: www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm

We recommend that all passwords for encrypted files sent to us on disk or USB stick should be of 20 random characters. Send your password by email to occ-dcdm@hmrcaspire.com. Show, as the title of your email, the title of the return you are sending in and your institution reference for this report, e.g. S17 B12345/03. Just type your password into the body of the message without any further message. Please send one email per return sent in.

5.2 Allowable characters in the spreadsheet

You may use any character on the keyboard **except** the double quotation marks " (shift 2) and the vertical line | (shift backslash, to the left of z).

5.3 Contact Information

Centre for Research & Intelligence:

Please return your completed spreadsheets on CD/DVD, floppy disks or USB sticks to:

HM Revenue and Customs
Centre for Research & Intelligence
Financial Institution Returns Management
Ground Floor
Ty Glas Road
Llanishen
CARDIFF
CF14 5ZG

Telephone Number: 0292 032 7373

Charity, Assets & Residence:

eddie.dodd@hmrc.gsi.gov.uk

Telephone Number: 0151 472 6129

Fax Number: 0151 472 6124