



## Combined S18 / SI 03/3297

### Magnetic Media Specification

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## 1. Overview

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### 1.1 Introduction

You should use this magnetic media specification for returns about the tax year ending **05/04/11 (2010-11)** and those thereafter. The specification has been completely re-organised and re-numbered. There have been some minor amendments to what you must do since the last version of this specification (published on **24/2/10**). These changes have been **highlighted** in the text and are on the changes sheet. The text has been revised to make it easier to understand and follow without altering what it asks you to do.

This specification must be used to make information “returns” required by Section 18 Taxes Management Act 1970 (hereafter “s18”) for tax years **2010-11** onward, or to make a s18 return combined with report under the Reporting of Savings Income Information Regulations 2003 also known as a European Savings Directive Report (hereafter “SI 03/3297”). There is no separate magnetic media specification for making just SI 03/3297 returns. You may use the **SI 03/3297 only** parts of this specification for that if you wish.

Technically the information required under s18 is not a “return” but we use ‘return’ in this specification for the information you send us. It is shorter than saying “information required by a notice to you under s18” each time. We use the term ‘report’ for anything that your systems produce that you use to put together the return you send us.

### 1.2 Financial Institutions furnishing information under S18

HM Revenue & Customs (hereafter “we”) can issue a notice under s18 for a specified tax year to any person (hereafter “you”) who pays interest to, or receives interest on behalf of other persons. Anyone who gets such a notice is required to provide information for each tax year, about the persons to whom, or on whose behalf, the interest was paid or received.

This specification only describes the format in which you should submit your s18 return to us. For details of what to put into the return see the guidance note for the year you are reporting. This is available on our website (see paragraph 1.9)

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You only need to provide information where interest has been paid or received in the reporting year. Do not include negative or zero interest.

It may reduce the size of your return if you report only once per customer account. In particular, if you operate "customer based" systems you should only report accounts once together with the relevant "Customer Details". If interest payments during the tax year are held separately on an account you should calculate the total interest paid or credited in respect of the account as an aggregate and include this in the account record.

### 1.3 Paying Agents reporting under SI 03/3297

SI 03/3297 requires a return to be made to HM Revenue & Customs when a 'paying agent' or a 'receiving agent' makes 'savings income payments' to 'relevant payees'. It also requires paying agents to report the savings income payments they make to 'residual entities'. We have produced detailed guidance notes, which explain these terms, who needs to report and how the reporting scheme operates. They are on our website at:-

<http://www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf>

You should read those guidance notes first to see if you need to make a report under SI 03/3297. If you do need to make a return, the following pages explain how to make it using magnetic media. In this document we have used the term 'paying agent' when referring to those reporting under SI 03/3297 but this specification is equally valid for receiving agents making SI 03/3297 reports.

### 1.4 Where to send your return

When your return is ready you should send it to CNI at the address below. **DO NOT SEND YOUR RETURN TO CAR AUDIT.**

HM Revenue & Customs,  
Centre for National Information,  
Financial Institution Returns Management,  
Ty Glas Road,  
Llanishen,  
CARDIFF,  
CF14 5ZG.

#### Telephone Number:

**029 2032 6379 / 7285**

### 1.5 Help with completing returns

If you need help with completing your return, please contact CNI at [cni.firm@hmrc.gsi.gov.uk](mailto:cni.firm@hmrc.gsi.gov.uk) or Tel:-**029 2032 6379 / 7285**

### 1.6 Timetable of events for reporting year

Date	Activity
February	<b>S18 Notices and SI 03/3297 reminders to report</b> These are sent to your Head Office Address around the end of February each year.

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Date	Activity
<b>March</b>	<b>Labels and Submission Documents</b> Your magnetic media labels and submission documents (containing the latest information we hold in respect of the make up of your Return) will be sent to your Head Office liaison Officer by the end of March each year. If you receive a notice but no submission documents please contact CNI at the address in para 1.4. Alternatively a blank form is available from our website (see paragraph 1.7).
<b>05/04/XX</b>	Tax year for your return ends.
<b>19 April XX</b>	<b>SI 03/3297 only.</b> You can avoid liability to a penalty if you tell us by 19 April following a tax year (e.g. 06/04/08 to 05/04/09) that you need to make an SI 03/3297 return.
<b>30 June XX</b>	<b>Return Submission</b> Send your return to CNI at their address in para 1.4. We should receive it no later than the delivery date in the s18 / SI 03/3297 Notice we send you, generally this will be 30 June.  Please make sure your return is accompanied by the correct Submission Documents. <u>We strongly recommend that your return is well packaged and you send it by secure means that record delivery or that can be tracked in the case of delivery failure.</u> If you appoint a courier or choose personal delivery please ensure delivery is made during weekday office hours.  Please clearly label all media to identify you as the data source.

### 1.7 Test Files

You may arrange to send test files to us (to CNI at their address in para 1.4) to check that your returns meet our specifications. Only a sample of data should be submitted, on hard media, for testing. We are unable to accept any data sent via email or the internet. These tests will confirm whether you have accurately produced a return that complies with this specification, not the reliability of the data in the return. Auditors will test the reliability (accuracy and completeness) of the data in the return only after your final submission. Test tapes/disks should be suitably labelled and accompanied by the submission document (clearly labelled TEST), which can be downloaded from our website:

<http://www.hmrc.gov.uk/s17-s18guidance/test-submission.pdf>

### 1.8 Return of media

After uploading your return to our computers we will securely destroy the media you have sent us. This is because of the problems with ensuring that any media we clean and return to you doesn't actually have any information still on it.

### 1.9 HMRC website

All the guidance notes and codes you may need are on our website which can be reached through the following link.

<http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm>

### 2. Glossary

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#### 2.1 Return

For simplicity, information you furnish under s18 and reports you make under SI 03/3297 are both referred to in this specification as a return. This allows the word 'report' to be used for an output of information from your computer system that you then turn into the 'return' you send us.

#### 2.2 Sub-returns

We use Sub-returns because some of you cannot provide all the information we require on one return for a number of reasons. You may:

- be producing your returns from different media or from different systems; or,
- have a regional business structure and so have difficulty collating the information onto one return.

If part or all of the return is on paper you must collate this in one sub-return.

Sub-returns are an important part of your returns for many of you. We try to grant any requests to split returns. If you want to ask for additional sub-returns please contact **CNI-** at the address in Appendix H para 12.1.

#### 2.3 Batches

We are limited to reading and processing a maximum of one Gbyte of data at a time. So, where a sub-return is bigger than this, you must divide it into a number of reproducible batches.

Each sub-return can consist of one or more batches of up to one Gbyte each. A sub-return larger than one Gbyte **must** be split into batches. A sub-return that is one Gbyte or less may be submitted in one batch. We would expect only one batch of less than ½ Gbyte per sub-return.

You must be able to reproduce the batches you submit if, for any reason, we cannot use the original versions.

Where you provide information on the basis of every transaction (i.e. not aggregated, see para 1.2), all the transactions for one individual on a specific security must be included in the same batch.

#### 2.4 Participant

For **S18 only**, a participant is either:

- an individual to whom interest has been paid or on whose behalf it has been received, or
- in the case of a Not-Ordinarily Resident (NOR) individual who is beneficially entitled to a payment from an AIF (see para 2.8 below) and where you hold a valid R105 form, that NOR individual.

#### 2.5 Reportable Participant

For paying agents reporting under SI 03/3297, a reportable participant is either a relevant payee (a reportable individual) or a residual entity (a reportable entity). For a full explanation of these terms please refer to the Savings Income Reporting Guidance Notes.

### 2.6 STRUCTURED/UNSTRUCTURED Names

This refers to the formatting of your client's names in a return.

**STRUCTURED** means the components (TITLE, INITIALS, FORENAME(S) and SURNAME) are held separately in several named fields.

**Example:**

(Reportable) Participant's Title:	"Mr"
(Reportable) Participant's Forenames/Initials:	"FRANK A"
(Reportable) Participant's Surname:	"BLOGGS"

**UNSTRUCTURED** means the name details are presented together in a single free text field. Each name can only be reproduced in one way but there is no need for all the names to be recorded in the same way.

**Example:**

(Reportable) Participant Name:	"Mr FRANK A BLOGGS"
(Reportable) Participant Name:	"BLOGGS, Vera, MRS"

### 2.7 Complete or pad with spaces

Please note that when completing or padding a field with spaces each position must be filled with a space character. For example, if the FORENAME field is 40 characters long, and your client's forename is Stephen (7 characters), the remaining 33 positions to the right must be filled with space characters.

For a system that uses ISO LATIN 1 or Unicode encoding, a space is the character with the decimal code 32. For a system that uses EBCDIC encoding, it is the character with the decimal code 64.

**Do not use Tab characters** (ISO LATIN 1 code 9; EBCDIC code 5). The TAB is a single character that represents the number of spaces to the next tab stop on a printer, typewriter or text editor (such as a word processor). Consequently, the number of spaces a tab represents is not defined.

### 2.8 Authorised Investment Fund (AIF)

This is a more modern group term for the type of investment vehicle that includes Authorised Unit Trusts (AUT) and Open Ended Investment Companies (OEIC) amongst others. We have replaced AUT and OEIC throughout our ss17/18 Guidance with AIF.

### 3. Return Format

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#### 3.1 Record Types

Four record types are required within the S18 or SI 03/3297 return:

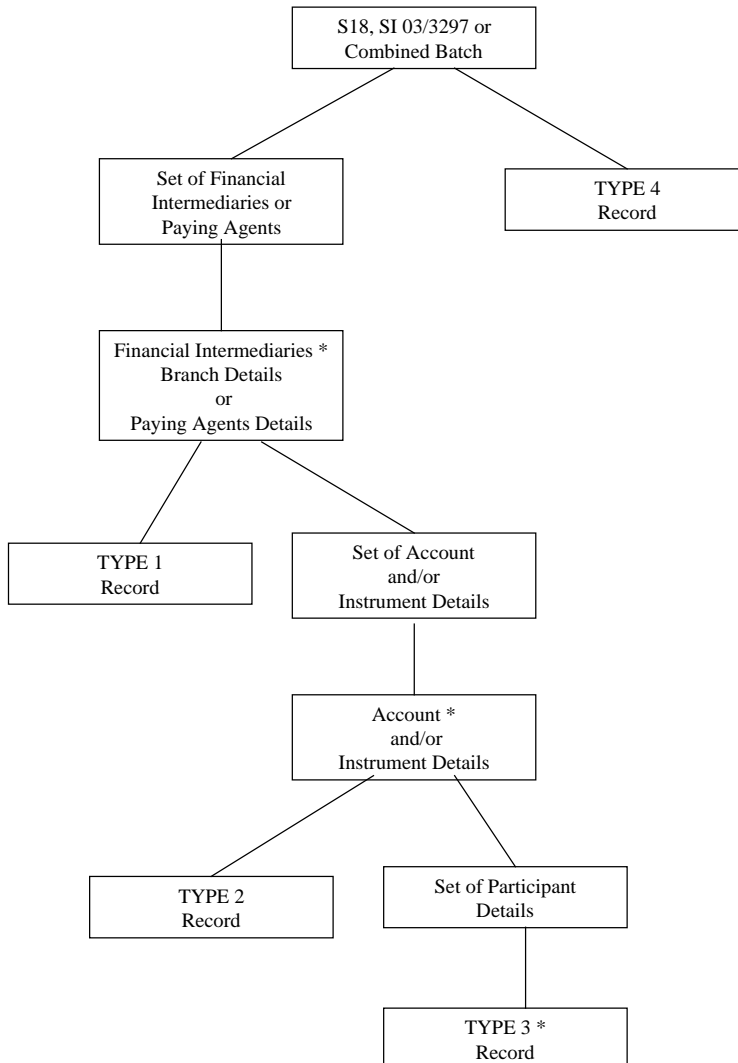
**TYPE 1** record - gives information about you for s18 or SI 03/3297. It also allows you to tell us the length of some fields in the following TYPE 2 and TYPE 3 records see para 3.2.

**TYPE 2** record (one or more after each TYPE 1 record) - gives us information about the Accounts (for s18) or accounts / instruments (for SI 03/3297) you put on the return.

**TYPE 3** record (one or more after each TYPE 2 record) - gives detailed customer information about each participant (for s18) or reportable participant (for SI 03/3297).

**TYPE 4** record (one per Batch) - gives error control information for the Batch and a count of the TYPE 2 records.

The I/O structure is shown in Jackson form below. The asterisks show where there may be more than one of an item.



### 3.2 TYPE 1 Record (financial institution or paying agent information)

A batch may contain one or more TYPE 1 records. If you are “branch-based” then several TYPE 1 records may be supplied within one batch. If you are not “branch-based” then there will only be one TYPE 1 record in each S18 or SI 03/3297 batch.

The TYPE 1 record contains dynamic field definitions used to define the length of some character data items within the TYPE 2 and TYPE 3 records which follow it. This is to cater for the differing field sizes and formats that we may receive from different financial institutions/paying agents. You can make one definition for each field which will apply to all instances of the data item in the TYPE 2 and 3 records following the TYPE 1 record.

#### EXAMPLE:

If you define 5 (Reportable) Participant Address Lines each of 20 characters in the TYPE 1 record, when the address is provided within the TYPE 3 records a field of 100 characters will be expected and will be interpreted as consisting of five lines of 20 characters. Any addresses or lines which are shorter than the defined size must be padded out to the defined size with space characters.

Where you define a TYPE 2 or TYPE 3 record field as having length of 0 (zero) in the TYPE 1 record, the field does not actually appear in the TYPE 2 or TYPE 3 record.

In the remainder of this document, fields which are defined dynamically, according to your own requirements and needs, are specified as having a format of CHAR X.

### 3.3 How do I report currency amounts?

We prefer you to report the amount in the whole currency units defined in the SWIFT currency code table i.e. interest of £100.99 should be reported as 100. Where you wish to report fractions of these units, you must insert a decimal point i.e. interest of £100.99 should be reported as 100.99. You can access the SWIFT currency code Table, and the other code tables, via a link on our website (see paragraph 1.9)

### 3.4 Record Structure Details

#### Field Types

**C = Conditional Fields.** These fields must be completed with data where the conditions stated are met; otherwise complete with spaces.

**M = Mandatory fields.** These fields must be completed using one of the values described.

**O = Non-mandatory fields.** These should be completed with data where possible; otherwise complete with spaces.

Some of the fields specified in the TYPE 1 Record are used to define the sizes of fields in the following TYPE 2 and TYPE 3 records. You may define these as having a length of zero characters. We categorise such fields as Mandatory on the TYPE 1 record because they **must** be supplied even though their contents may be zero.

### 3.5 Format Definition

Wherever a ‘FORMAT’ instruction appears, followed by some letters or numbers, it is intended to give guidance on what you should put in that particular field.

#### EXAMPLES

‘FORMAT A9999’ should be interpreted as follows:

A = any alphabetic character, unless particular letters or a range is specifically stated.

9 = any digit, from 0-9, unless a particular range of numbers is specifically stated.

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'FORMAT DDMMCCYY' should be interpreted as follows:

DD = a two digit number for the day of the month (01 - 31 only).

MM = a two digit number for the month within a year (01-12 only, 01 = January).

CC = a two digit number for the century (19 or 20).

YY = a two digit number for the year within a century (00 - 99).

4. Record Structures

4.1 TYPE 1 Record Structure

Data Item Name	Format	Type	Notes
RECORD TYPE	CHAR 1 FORMAT 9	M	Value 1
RETURN TYPE	CHAR 4 FORMAT A999	M	Value S18 <i>Left justify, pad with spaces.</i>
TRANSACTIONAL SIGNAL	CHAR 1 FORMAT Y/N	M	'Y' if each record is transactional. 'N' if you have aggregated the return for each PARTICIPANT. <b>See APPENDIX F paragraph 10.2.</b> <b>SI 03/3297 only</b> – complete with spaces
REFERENCE NUMBER	CHAR 8 FORMAT A9999/99	M	This is the reference we have issued to you for submitting your return or sub-return. The / must be a /. <i>Please contact CNI (para 1.5) if you are unsure of your reference number.</i> <b>See APPENDIX F paragraph 10.1</b>
FINANCIAL INSTITUTION / PAYING AGENT NAME	CHAR 50	M	Your institution name. <i>Left justify, pad with spaces.</i> <b>Name only.</b> Please do not supply an address.
TAX YEAR	CHAR 4 FORMAT CCYY	M	The year in which the period of the report ends (e.g. year ending 5 <sup>th</sup> April 2011 = 2011)
CLIENT NAME LENGTH	CHAR 4 FORMAT 9999	M	The number of characters you use in your client name field in the TYPE 2 record. <i>Right justify, pad with zeros.</i> <b>SI 03/3297 only</b> , complete with zeros
(REPORTABLE) PARTICIPANT TITLE LENGTH	CHAR 4 FORMAT 9999	M	The number of characters used to supply the TITLE of each (Reportable) Participant. <i>Right justify, pad with zeros.</i>
(REPORTABLE) PARTICIPANT FORENAME/INITIALS LENGTH	CHAR 4 FORMAT 9999	M	The number of characters used to supply the FORENAMES/INITIALS of (Reportable) Participants. <i>Right justify, pad with zeros.</i>
(REPORTABLE) PARTICIPANT NAME/SURNAME LENGTH	CHAR 4 FORMAT 9999	M	The number of characters used to supply the name (if you are reporting names in an UNSTRUCTURED format)/Surname (if you are reporting names in a STRUCTURED format) for each (Reportable) Participant. <i>Right justify, pad with zeros.</i>
(REPORTABLE) PARTICIPANT ADDRESS LINE LENGTH	CHAR 4 FORMAT 9999	M	The length of the address line used for the (Reportable) Participant's address. <i>Right justify, pad with zeros.</i>
(REPORTABLE) PARTICIPANT ADDRESS LINE COUNT	CHAR 2 FORMAT 99	M	The number of address lines used for the (Reportable) Participant's address. <i>Right justify, pad with zeros</i>

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### 4.2 TYPE 2 Record Structure – Security / Account Information

#### 4.2.1 Guidance headings for different types of accounts (e.g. SI 03/3297 only)

We use several headings to show the information that should be entered in a particular field depending on whether you have clients for each account who are reportable under s18, SI 03/3297 or both. Each participant will only be reportable under one system but it is possible for an account to be reportable under both. The following table gives details:

The phrase...	... means the detail ...
<b>SI 03/3297 only</b>	only applies to accounts or instruments where <b>all</b> of the participants are reportable under SI 03/3297.
<b>s18 only</b>	only applies to accounts or instruments where <b>all</b> of the participants are reportable under s18.
<b>SI 03/3297 only or joint return</b>	applies to participants, reportable under SI 03/3297, of accounts where <b>some</b> of the participants are reportable under SI 03/3297.
<b>S18 only or joint return</b>	applies to participants, reportable under s18, of accounts where <b>some</b> of the participants are reportable under s18.

TYPE 2 Record Structure – Security / Account Information			
Data Item Name	Format	Type	Notes
RECORD TYPE	CHAR 1	M	Value 2
ACCOUNT OR INSTRUMENT IDENTIFIER	CHAR 24	M	The identifying number by which the security or account/instrument is known within the financial institution's or the paying agent's system. <i>Left justify, pad with spaces.</i> <b>See APPENDIX F paragraph 10.3</b>
INCOME CODE	CHAR 4 FORMAT AAAA	M	<b>S18 only</b> – complete with spaces <b>SI 03/3297 joint account</b> This identifies the savings income category. <i>Left justify, pad with spaces.</i> <b>See APPENDIX F paragraph 10.4</b>
CLIENT NAME	CHAR X	M	<b>S18</b> - the client name used to identify the group of participants who received the interest shown below from the identified SECURITY. <b>See APPENDIX F paragraph 10.5</b> <b>SI 03/3297 only</b> , complete with spaces
GROSS AMOUNT PAID/RECEIVED; (Please give your currency figures in the units defined in the SWIFT currency code table e.g. \$ or £ (not cents or pence). Where you want to report fractions of a unit (e.g. cents or pence) then you must include the decimal point.)	CHAR 15 FORMAT Numbers	M	The amount of interest received, paid or credited or the amount of the savings income payment made in respect of the security for the tax year. <b>SI 03/3297 only</b> Where reportable payments of different INCOME CODE types (as identified in the INCOME CODE field above) are made during the reporting year, a separate TYPE 2 and TYPE 3 record will be required for each different payment type. <i>Right justify, pad with zeros</i>

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<b>TYPE 2 Record Structure – Security / Account Information</b>			
<b>Data Item Name</b>	<b>Format</b>	<b>Type</b>	<b>Notes</b>
TAX DEDUCTED AMOUNT (Please supply your currency figures in the units defined in the SWIFT currency code table e.g. \$ or £ (not cents or pence). Where you want to report fractions of a unit (e.g. cents or pence) then you must include the decimal point.)	CHAR 15	M	<b>S18 or joint account</b> The amount of UK tax deducted from the interest paid credited for the security in the Tax year. <i>Right justify, pad with zeros.</i>  <b>SI 03/3297 only</b> complete with zeros.
REPORTING CURRENCY CODE	CHAR 3 FORMAT AAA	M	The SWIFT code of the currency reported in fields 5 and 6 above. <b>see para 3.3</b>
ORIGINATING CURRENCY CODE	CHAR 3 FORMAT AAA	M	<b>S18 only or joint account</b> The SWIFT code of the originating currency in which monies are paid/received <b>see para 3.3</b> . <b>SI 03/3297 only</b> , complete with spaces
R105 (AUT/OEIC)	CHAR 1 FORMAT Y/SPACE	M	<b>S18 only or joint account</b> set to 'Y' if the interest has been paid gross by an AIF under the cover of an R105 form . Otherwise complete with a space. <b>SI 03/3297 only</b> complete with a space
PARTICIPANT COUNT	CHAR 4 FORMAT 9999	M	The number of participants (whether reportable or not) involved in the account or instrument at the end of the reporting tax year. <i>Right justify, pad with zeros</i>
TYPE 3 RECORD COUNT	CHAR 4 FORMAT 9999	M	The number of TYPE 3 records associated with this security, account or instrument which follow. <i>Right justify, pad with zeros.</i>
SI 03/3297 FIRST PERIOD ONLY AMOUNT	CHAR 15	C	Complete with zeros.

**4.3 TYPE 3 Record Structure – (Reportable) Participant Information**

There must be at least one TYPE 3 record after each TYPE 2 record. Each TYPE 3 record can cover only one type of return so all the data in the record must use only one of the formats either s18 or SI 03/3297.

**For S18**, a maximum of 2 TYPE 3 records will be required for each account/instrument. If you have any information about a participant to the account or security please include it in a TYPE 3 record no matter how incomplete this leaves the TYPE 3 record.

**For SI 03/3297**, a TYPE 3 record is required for each reportable participant to the account or instrument.

<b>TYPE 3 Record Structure</b>			
<b>Data Item Name</b>	<b>Format</b>	<b>Type</b>	<b>Notes</b>
RECORD TYPE	CHAR 1	M	Value '3'
(REPORTABLE) PARTICIPANT NAMING CONVENTION	CHAR 2 FORMAT 99	M	Where you hold names in an UNSTRUCTURED format please give the code number from the list in paragraph 10.7.1 that describes the way you supply that name in the REPORTABLE PARTICIPANT NAME/SURNAME field.
(REPORTABLE) PARTICIPANT TITLE	CHAR X	C	Please supply if you hold the names in a STRUCTURED format. If you do not hold titles or the name is held in an UNSTRUCTURED format please complete with spaces. <i>Left justify, pad with spaces.</i>
(REPORTABLE) PARTICIPANT FORENAMES/ INITIALS	CHAR X	C	Please supply if you hold the name in a STRUCTURED format. Please separate initials with spaces. If the name is held in UNSTRUCTURED format please complete with spaces. <i>Left justify, pad with spaces.</i>
(REPORTABLE) PARTICIPANT NAME/SURNAME	CHAR X	M	If you hold names in a STRUCTURED format please supply the surname component of the name. If you hold names in an UNSTRUCTURED format please supply the name of the reportable participant in the format you have identified in the participant naming convention field above. <i>Left justify, pad with spaces.</i>
(REPORTABLE) PARTICIPANT ADDRESS If you defined this record with zero length in the preceding TYPE 1 record you need not put anything in here.	CHAR X	M	The address of the (reportable) participant. Include the postcode only where it is not held separately on your system. <i>Left justify, pad with spaces</i>
(REPORTABLE) PARTICIPANT POSTCODE	CHAR 9	M	The postcode for the above address. If you don't hold the postcode in a separate field on your system or if no postcode is supplied, please complete with spaces. <i>Left justify, pad with spaces</i>

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TYPE 3 Record Structure			
Data Item Name	Format	Type	Notes
BIRTH DATE	CHAR 8 FORMAT DDMMCC YY	C	<b>SI 03/3297</b> – Enter the reportable participant’s date of birth if required. <b>S18</b> – complete with spaces.
COUNTRY CODE <b>These codes are in appendix 6 of the EUSD guidance notes on our website (see paragraph 1.3)</b>	CHAR 2 FORMAT AA	C	<b>S18</b> – set to ‘ZZ’. <b>SI 03/3297</b> - Enter the EUSD country code for the country of residence or establishment of the reportable participant.
TAX IDENTIFICATION NUMBER	CHAR 20	C	<b>SI 03/3297</b> – Enter the reportable participant’s Tax Identification Number (TIN) where required. <b>S18</b> – complete with spaces.
COUNTRY CODE OF BIRTH <b>The link to the ISO Codes is on our website (see paragraph 1.9)</b>	CHAR 2 FORMAT AA	C	<b>SI 03/3297</b> Enter the ISO country code for the country of birth of the reportable participant if required.  <b>S18</b> – complete with spaces.
PLACE OF BIRTH	CHAR 35	C	<b>SI 03/3297</b> Enter the town or city where the reportable participant was born, if this is required. <b>S18</b> – complete with spaces.
SI 03/3297 INDICATOR	CHAR 1 FORMAT Y/N	M	This field shows whether the return is made under SI 03/3297 or not. The residence position at 5 <sup>th</sup> April will generally determine which. You can put on the return the address at 5 <sup>th</sup> April <b>or</b> the address when the payment was made, as long as you are consistent across your return. <b>S18</b> – enter “N” <b>SI 03/3297</b> – enter “Y”.

#### 4.4 TYPE 4 Record Structure

Data Item Name	Format	Type	Notes
RECORD TYPE	CHAR 1	M	Value ‘4’
SECURITY COUNT	CHAR 11	M	The total number of TYPE 2 records submitted in this batch. We use this to ensure that we have read all the records in your batch. <i>Right justify pad with zeros</i>



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Paris-----

France-----

FR-123---

07081966FR-----FR

Paris-France-----Y

### 4.6.4 SI 03/3297 TYPE 4 Record

400000000001

### 5. APPENDIX A – Acceptable Magnetic Media

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#### 5.1 Acceptable Media

We will accept data, structured in line with this specification, on:

- 34/80\*, or 34/90\* Cartridges, LTO Tape (1,2 or 3), DLT Tapes;
- CD, DVD, or floppy disk\*\*; or,
- USB Sticks

\* Please see bulletin 5. This type of media will not be accepted after March 2012

\*\*Please see bulletin 5. Due to the number of corrupted floppy discs we receive we will not accept floppy discs after March 2012, and would be grateful if you could change to another form of media such as CD sooner rather than later.

When submitting on CD or DVD please record your s18 reference number on to the CD/DVD using an appropriate CD pen. You should attach a sticky label to all other media and write your s18 reference on that.

**THERE MUST NOT BE MORE THAN ONE FILE PER PIECE OF MEDIA.**

#### 5.2 Magnetic Tape

##### 5.2.1 General

9 track IBM/ICL standard in ISO LATIN 1 or EBCDIC, with the data layout conforming to this Magnetic Media Specification and the header layouts as defined in Appendix C.

##### 5.2.2 Tape modes and packaging densities

The tape should be 0.5" industry compatible 9-track tape magnetic tape of up to 2400 feet and recorded either.

- a. in Phase Encoded (PE) mode and packed at 1600 bpi; or,
- b. using the Group Code Recording (GCR) method and packed at 6250 bpi.

We cannot accept any other packing densities.

##### 5.2.3 Parity

Vertical row parity must be ODD for all types of 9 track transfer. Parity must be constant throughout the entire length of tape including labels.

#### 5.3 Floppy disks/Compact disks

IBM PC compatible 3.5" (720k/1.44M) floppy disks or CD-ROM or DVD optical disks.

##### 5.3.1 Format

Files must be ISO LATIN 1 or EBCDIC text files, **not** database or spreadsheet files.

##### 5.3.2 Naming

Files should be named with the main name denoting the sub-return reference number excluding the "/" slash, and the extension denoting the sequence number of the disk in the sub-return e.g. for reference number A9999/99:

A999999.001, A999999.002 relate to files on disks 1 and 2.

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### **EXAMPLE:**

A financial institution who provide their 01 sub-return on floppy disk(s).

HM Revenue & Customs

Reference No: S9999/01

Media: Floppy Disk

No. of Disk(s): 3

### 5.3.3 Naming Conventions to be used:-

<b>Filename</b>	<b>Contents of file</b>
S999901.001:	This should contain one TYPE 1 Record followed by a number of TYPE 2 records. Each TYPE 2 record should be followed by one or more TYPE 3 records.
S999901.002:	This should contain a number of TYPE 2 records. Each TYPE 2 record should be followed by one or more TYPE 3 records.
S999901.003:	This may contain a number of TYPE 2 records. Each TYPE 2 record should be followed by a number of TYPE 3 records. As the last record on this file there should be one TYPE 4 record containing the total number of TYPE 2 records across all three disks.

## **6. APPENDIX B - Data Security & Encryption**

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### **6.1 Your responsibilities under the Data Protection Act 1998 (DPA)**

Under the DPA, you are responsible for the security of personal data until we have received it. We do not set any particular security standards for data coming to us from businesses but are happy to work with anyone who needs to send us data to help secure it. We currently secure outgoing data to businesses in ways described below and we encourage everyone to be this careful when transferring information to us.

### **6.2 What encryption do HMRC use?**

We encrypt data to 256-bit standard with a 20 character complex password onto computer media (normally CD/DVD). A secure courier transports the media in secure and tamper evident packaging. A named individual signs for it when received. We send the password separately.

### **6.3 What is the latest published security advice for my return?**

We update our guidance from time to time and the security advice for this return is also applicable to a number of other schemes. The most recent advice available can be is in our latest returns bulletin on our website (see link in paragraph 1.9).

## **7. APPENDIX C – Header formats**

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### **7.1 General**

This appendix defines the headers that we require on each ½” magnetic tape, cartridge tape or exabyte tape. If your computer can produce standard IBM or ICL 2900 headers, please refer to para 7.2, otherwise refer to para 7.3.

### **7.2 Standard IBM or ICL 2900 Headers**

We will accept either of these standard headers. For IBM headers please do not supply any USER headers. If you have any problems with these headers please contact your supplier.

Please put the headers in one file consisting of 3 x 80 bytes, corresponding to the following:-

- VOL 1
- HEADER1
- HEADER2

We use the following information from these headers. Please ensure that any positions that are marked **Not Used** contain only spaces or acceptable characters (see para 9.3.6).

#### **7.2.1 VOL1**

<b>Position</b>	<b>Field Content</b>
-----------------	----------------------

1-3	Label identifier – “VOL”
4	Label Number – “1”
5-80	Not Used.

#### **7.2.2 HEADER1**

<b>Position</b>	<b>Field Content</b>
-----------------	----------------------

1-3	Label identifier – “HDR”
4	Label Number – “1”
5-27	Not Used
28-31	The sequence number of this piece of media within the batch, starting at 0001 for the first piece of media in the batch ( <i>Right justify, pad with zeros</i> )
32-80	Not Used.

#### **7.2.3 HEADER2**

<b>Position</b>	<b>Field Content</b>
-----------------	----------------------

1-3	Label identifier – “HDR”
4	Label Number – “2”
5	Record Format: “F” – Fixed size records, or “V” – Variable size records
6-10	Block Length – Give the maximum block length, including block header, as a number. The minimum allowed block length is 2048 and the maximum is 19000
11-16	Fixed record size – for fixed records only, a 5 digit number specifying the size of each record, <i>Right justify, lead with zeros</i> , e.g. 00340
17-80	Not Used.

We will not look past the TAPE MARK at the end of the data segment.

### 7.3 Standard HM Revenue & Customs Headers

The Headers and data should be separated from the main data file on the tape by a TAPE MARK. On UNIX systems a TAPE MARK is produced when the file is closed.

The tape headers should be contained in one file consisting of 3 x 80 bytes, corresponding to the following:-

- VOL1
- HEADER1
- HEADER2

We use the following information from these headers. Please ensure that any positions that are marked "Not Used" contain either spaces or acceptable characters.

#### 7.3.1 VOL1

Position	Field Content
----------	---------------

1-3	Label identifier – "VOL"
4	Label Number – "1"
5-80	Not Used.

#### 7.3.2 HEADER1

Position	Field Content
----------	---------------

1-3	Label identifier – "HDR"
4	Label number – "1"
5-27	Not Used
28-31	The sequence number of this piece of media within the batch, starting at 0001 for the first piece of media in the batch ( <i>Right justify, pad with zeros</i> )
32-80	Not Used.

#### 7.3.3 HEADER2

Position	Field Content
----------	---------------

1-3	Label identifier – "HDR"
4	Label Number – "2"
5	Record Format: "F" – Fixed size records, or "V" – Variable size records
6-10	Give the maximum block length, including block header, as a number. The minimum allowed block length is 2048 and the maximum is 19000
11-16	Fixed record size – for fixed records only, a 5 digit number specifying the size of each record. E.g. 00340
17-80	Not Used.

We will not look past the TAPE MARK at the end of the data segment.

## **8. APPENDIX D Allowable Character Sets**

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### **8.1 Headers and Data Content**

All Headers and Data must be enclosed in ASCII or EBCDIC character sets.

### **8.2 Allowable Character set**

Both the Headers and Data must use the same character set.

Only the following characters are allowable:

Upper Case Alphabet	A to Z
Lower Case Alphabet	a to z
Numbers	0 to 9
Oblique	/
Hyphen	-
Ampersand	&
Full Stop	.
Apostrophe	'
Comma	,
Left Hand Parenthesis	(
Right Hand Parenthesis	)

Space

Numeric data must be expressed as digits and as printable characters. For example, number 12 should be expressed as character 1 and character 2.

Where fractions of numbers are being reported, these should be expressed in decimal and as printable characters, for example 1.25 should be expressed as character 1, character ., character 2 and character 5.

It is VITAL that the following characters ARE NOT used:

Asterisk	*
Semi-colon	;
Vertical bar	

## **9. Appendix E Problems Encountered**

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### **9.1 General/Clerical Problems**

#### 9.1.1 Use of non-unique batch numbers within a sub-return

We expect each sub-return to be made up of 1 or more batches. Batch numbers must start at 1 and be sequential for each sub-return. This problem generally occurs as a result of a number of misinterpretations between sub-returns and batches.

#### **CORRECT EXAMPLE**

sub-return : B1101/01  
Batch 1 of 1 : Volume 1 of 1  
sub-return : B1101/02  
Batch 1 of 1 : Volume 1 of 1  
sub-return : B1101/03  
Batch 1 of 1 : Volume 1 of 1

#### **INCORRECT EXAMPLE**

sub-return : B1101/01  
Batch 1 of 3 : Volume 1 of 1  
sub-return : B1101/02  
Batch 2 of 3 : Volume 1 of 1  
sub-return : B1101/03  
Batch 3 of 3 : Volume 1 of 1

Note in the incorrect example that the batch numbers do not start at 1 for each sub-return.

#### 9.1.2 Sub-return produced at 2 or more different locations

This can occur when the labelling and shipping exercise has not been co-ordinated (e.g. more than one location sending in part of a sub-return with their own numbering system). CNI at Cardiff will assume once the first group of media is received that the whole sub-return has been received unless they have been specifically advised otherwise.

This problem can be overcome in the following 2 ways:-

- Split the sub-return into 2 or more separate sub-returns, one from each site, and request unique sub-return numbers from us for each location. Ensure that this is requested as early as possible to allow us to update our records and provide you with the correct submission documents.
- Collate all the media for a given sub-return at one central point and then label and despatch with one single submission document.

#### 9.1.3 Incomplete sub-returns

If you realise that some securities have been omitted from a sub-return after submitting and you are requested to supply an additional batch please ensure that the batch number given relates to the next batch sequence number (not restarting at 1).

### EXAMPLE

Original submission

sub-return : B1101/01  
Batch 1 of 2 Volume 1 of 3  
Batch 1 of 2 Volume 2 of 3  
Batch 1 of 2 Volume 3 of 3  
Batch 2 of 2 Volume 1 of 1

Additional submission

sub-return : B1101/01  
Batch 3 of 3 Volume 1 of 2  
Batch 3 of 3 Volume 2 of 2

Please do not generate a new sub-return, as these securities relate to the original sub-return and have erroneously been omitted from the original submission.

## 9.2 Use of S18 / SI 03/3297 Labels and Submission Documents

### 9.2.1 Failure to use labels and submission documents

Problems occur if sub-returns are not submitted with the supplied labels and submission documents. Please do not use "custom" tape labels and submission documents as they may cause processing delays if they do not contain all the information required to process your sub-return correctly.

Please use the labels we supply and ensure that you complete them correctly. Any changes from the printed information on the submission documents should be clearly marked on the document, so that they can be incorporated into our database.

### 9.2.2 Incorrect labelling

Please take care in filling in the batch and volume information. For example, a sub-return comprising of 1 batch made up of 4 reels of magnetic tape (volumes), would have its labels completed as:

Batch 1 of 1, Volume 1 of 4  
Batch 1 of 1, Volume 2 of 4  
Batch 1 of 1, Volume 3 of 4  
Batch 1 of 1, Volume 4 of 4

whereas a sub-return which is split into 2 reproducible batches, each comprising of 3 reels of magnetic tape (volumes), would be labelled as follows:

Batch 1 of 2, Volume 1 of 3  
Batch 1 of 2, Volume 2 of 3  
Batch 1 of 2, Volume 3 of 3  
Batch 2 of 2, Volume 1 of 3  
Batch 2 of 2, Volume 2 of 3  
Batch 2 of 2, Volume 3 of 3

### 9.2.3 Misuse of labels and documents

Please do not use the s18 or SI 03/3297 sub-return labels and submission documents for making any other type of return, such as that for a TESSA. Each are clearly marked and

misuse could potentially cause severe problems if they are processed under the wrong category of information.

### 9.3 Physical Problems

#### 9.3.1 Headers only present on the first volume of the batch

Headers should be supplied on each volume of media to help us load the return successfully. If it is not possible for headers to be generated on all volumes of media for some reason, then headers should be removed altogether and not included on any volume.

#### 9.3.2 Headers not separated from the data with a tape mark

This is often due to an attempt to simulate the headers produced automatically by some tape operating systems. If you are in doubt as to how to produce the headers and record them correctly on the tape, leave them off and only supply the data file.

#### 9.3.3 Too many header files/binary control files before the data

This can be a feature of certain tape operating systems. If we tell you that this problem exists, try and produce a tape that contains only the data file (without the headers).

#### 9.3.4 Empty files preceding the data file

There are sometimes two tape marks between the headers and the data on a tape, or a tape mark before the data file that appears as an empty file. This can cause the order of files on the tape to go out of step with that prescribed in the media specification.

#### 9.3.5 Incorrect sequence number in tape header HDR1

This can be caused by a fault in the generation of the headers, but is more commonly associated with a mislabelling of the tapes. Please take great care over the labelling, as it can cause your submission to fail.

#### 9.3.6 End of blocks padded with unacceptable data

If you are padding up to end of the block please use a single repeating character. Ideally this will be one that is not in the acceptable character set for the data, such as ; (semicolon) or ^ (caret/circumflex). The <space> (ISO LATIN 1 code 32, EBCDIC code 64) or <null> (ISO LATIN 1/EBCDIC code 0) characters are also acceptable. Any other characters, such as those contained in part-records, or the previous contents of buffers may cause problems and cause your submission to fail.

#### 9.3.7 Problems purging bad characters from data

If we request that you remove some invalid characters from your data, please replace the character alone with a space. Do not wipe all of the data out of that particular field.

#### 9.3.8 Use of too many TYPE 4 records

Some institutions whose batches have more than one volume of media include a TYPE 4 record at the end of each volume of media. Each sub-return has only one TYPE 4 record, except where a sub-return is split into reproducible batches. In this case each batch will be completed by 1 TYPE 4 record.

#### 9.3.9 Records truncated because end of block reached

To avoid the above problem, there are 2 courses:

- Use fixed length records. The length to use should be determined by the size of your largest record, normally the TYPE 2.

### **EXAMPLE**

The TYPE 2 record has a length of 310 bytes. The other records, TYPE 1, 3 and 4 will need to be padded with spaces to ensure that they are each 310 bytes long. You will also need to ensure that the block size used is an exact multiple of the record length. For instance in our example, a block size of 3100 will enable 10 records to be contained exactly within each block.

- Use variable length records and ensure that a record will not traverse 2 blocks. When the last whole record is reached, pad the rest of the block with the characters suggested in para 9.3.6 above.

### 9.3.10 Changes made to physical tape layout between test and live

This should be clearly noted on the submission documents as it may not be realised by our staff at the Processing Centre. Please do not introduce changes at such a late stage, or if they are unavoidable, ensure that they are clearly marked on the submission documents.

### 9.3.11 Generating a sub-return with different parameters

Each volume of media within a sub-return, including sub-returns which consist of more than one batch, must be created with the same parameters i.e. block size, density and using the same character sets. We need each volume of media within a sub-return to have the same characteristics. We cannot overcome this problem and process your return. You will have to re-submit those returns that we cannot process.

### 9.3.12 Re-submissions

When re-submitting, either after failed batches or due to us telling you of errors, please use the original sub-return reference number and batch numbers. Please ensure when completing the submission document that the correct reason for re-submission is shown on the document.

### 9.3.13 Data after TYPE 4 record

No data should appear after the TYPE 4 record, unless this takes the form of block padding which may legitimately be included. Where we find any data after the TYPE 4 record it will be queried and a letter will be needed to assure us that it is not valuable data, such as extra records.

### 9.3.14 Spurious data on tape

Please ensure that any tapes are 'wiped' before being written to, so that there is no data on the tape either before or after the s18 / SI 03/3297 data. Also buffers should be cleared before writing to tape, to ensure no part-records appear as block or record pads.

### 9.3.15 Incorrect volumes submitted

Some reporters submitted volumes of media containing non s18 / SI 03/3297 data. Please ensure that the correct volumes of media are submitted.

### 9.3.16 Incorrect number of volumes in a batch

Some reporters submitted batches consisting of a number of volumes. On further examination some of these volumes were found to be blank. Please ensure that all volumes in a batch contain data. Please ensure the first volume in a batch contains a TYPE 1 record at the start of the data segment and the last volume in a batch is completed by a TYPE 4 record.

### 9.4 Floppy disk specific problems

#### 9.4.1 Incorrect data file format

We cannot accept spreadsheets (e.g. straight Lotus 1-2-3 or Dbase files), word processing documents or any other file in a proprietary software format. The s18 / SI 03/3297 data, when supplied on any form of magnetic media, should be in an ISO LATIN 1 or EBCDIC text file, that conforms to the field layouts described in this specification.

**THE ONLY 'EXCEPTION' TO THIS IS THE OFFICIAL HMRC SPREADSHEET FORMAT, WHICH IS NOT CONTAINED IN THIS SPECIFICATION. IF YOU WISH TO USE THE FORMAT PLEASE USE THE LINK BELOW AND FOLLOW THE INSTRUCTIONS THERE. IF YOU USE THE HMRC SPREADSHEET FORMAT, YOUR MEDIA AND SUBMISSION DOCUMENT MUST BE CLEARLY LABELLED "SPREADSHEET".**

<http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#spreadsheet>

#### 9.4.2 Incorrect use of file extensions

Some floppy disks we receive, contain files with extensions of, for example. txt or doc. Please refer to para 5.3.3 which shows the file extension system you should use.

### 9.5 Data Content Problems

#### 9.5.1 Missing Record Identifier

Some reporters do not supply record identifiers at the start of each record. This causes your submission to fail and we cannot do anything but ask you to re-submit. These record identifiers should form the first byte of each record.

#### 9.5.2 Reference Number

Some reporters supply either an incorrect reference number or use a 'dummy' reference number for the live submissions.

#### **Example:**

If the reference number is A0902/01, A902/01 is not acceptable.

#### 9.5.3 Tax Year

Some reporters supplied the wrong tax year on their live submissions.

#### 9.5.4 Field lengths in Types 2 & 3 not consistent with TYPE 1

We sometimes find that the field lengths of the dynamic fields which had been set up in the TYPE 1 record do not agree with what is actually used in the TYPE 2 & 3 records. Please ensure consistency between the two.

#### 9.5.5 Name and address fields populated when no data is available

Problems are caused when name / address fields, for which no data is available, contain such repeated patterns as "\*\*\*\* NAME UNKNOWN \*\*\*\*", "\*\*\*\* ADDRESS UNKNOWN \*\*", "STRICTLY CONFIDENTIAL". If you do not have this information for some records, please complete the fields with spaces up to the sizes you have defined in the TYPE 1 record.

#### 9.5.6 Net Interest supplied in the Gross Interest Amount field

The Gross Interest Amount field should contain the interest credited or paid before tax is deducted, and not necessarily what is actually credited or paid.

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### **9.5.7 Missing Postcode field in TYPE 3 – or postcode field not 9 characters**

The (REPORTABLE) PARTICIPANT ADDRESS field in the TYPE 3 record may be a zero length field, and where it was, some reporters also left out the POSTCODE field from the TYPE 3 record. The POSTCODE field is, however, a mandatory field, even when the address is not being supplied and should be completed with spaces if you have no postcode to put in it. It is 9 characters long.

### **9.5.8 Incorrect TYPE 2 record count**

The TYPE 4 record should only be a count of the TYPE 2 records you put on the return not the grand total of all the records supplied (i.e. 1s, 2s, 3s and 4).

## **10. APPENDIX F - Guidance on Completion**

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### **10.1 Reference Number**

The reference number we have given you. These will be in the format A9999/99, and are made up as follows:-

The first character shows the type of institution or return.

“L” for Local Authorities

“S” for Fund Managers, solicitors, accountants etc

“X” for those reporting under SI 03/3297 only.

The four numbers are the reference number we have given you.

The last two numbers are the sub-return number.

### **10.2 Transactional Signal (S18 only)**

Setting the signal to ‘N’ identifies that you have aggregated the interest paid/received in each transaction within a security on a participant basis. This means that there will only be one record for each security and participant pair. Participants can have more than one record provided they are for different securities.

If you are providing details at transaction level, then please set the signal to ‘Y’.

### **10.3 Security Identifier**

The account number or identification of the instrument for which you paid or received interest.

#### **10.3.1 For accounts**

Enter the number of the account.

#### **10.3.2 For instruments**

Start with an identifying letter to indicate which identification system is being used,

Please use I for ISIN, S for SEDOL or C for CUSIP and follow it with the unique identification number for the instrument.

#### **EXAMPLE**

A security with an ISIN reference would be recorded as IAA999999999

#### **10.3.3 No reference number**

Where you do not have a unique reference number, you must use the ‘universal dummy’ – QQ999999999. This number must be used **only** where there is no other number available.

### **10.4 Income Code (SI 03/3297 reporting only)**

You should enter a two letter code starting with either **a, b, c or d** where the category of income being reported is:

- a** savings income that is interest;
- b** savings income that is:-
  - interest accrued or capitalised at the sale, refund or redemption of a money debt, or
  - income realised on sale, refund or redemption of shares or units;

- c savings income which derives from interest and is distributed by a collective investment fund; or
- d savings income received by a residual entity.

followed by **x or y**, where you are:

- x a paying agent, or
- y a receiving agent.

For example, if you are a paying agent making an interest payment you should enter 'ax'. Receiving agents should always enter 'dy'.

### 10.5 Client Name (S18 only)

This field is a unique identifier for a single person or group of participants who are participating in transactions on the identified security or instrument. If you put your s18 information on the return once for each transaction, we use this field with the SECURITY IDENTIFIER to calculate the aggregate of funds for each participant. A security identifier may appear more than once on the return if it is held by one or more individual or groups of individuals.

### 10.6 Financial Information

We will interpret the amounts in both the GROSS AMOUNT RECEIVED and TAX DEDUCTED AMOUNT according to the REPORTING CURRENCY CODE you supply for each deposit or instrument.

Please do not pack the numbers in your return and make sure they are character presented. We do not expect signs as you should only put on the return those deposits or instruments for which you have paid or credited interest in the tax year. Negative or zero interest is not reportable.

In the event that amount of interest exceeds the 15-digit field available the numbers can be supplied to 11-digit precision using scientific notation.

E.g. 12345678901234.56 = 1.2345678901E13

### 10.7 (Reportable) Participant Naming

#### 10.7.1 (REPORTABLE) PARTICIPANT NAMING CONVENTION

Fill this field with two-digit code that identifies the format you have used for the name in the REPORTABLE PARTICIPANT NAME/SURNAME field.

Where you hold the reportable participants name in a STRUCTURED format (see para 2.6) i.e. Title, Forename/Initials and Surname are held in separate fields, then the Reportable Participant Name/Surname field will contain only the Surname of the reportable participant and you must enter code number 00 (zero zero) as the naming convention.

Where you hold names in an UNSTRUCTURED format the reportable participant name/surname field will contain all the elements of the reportable participants name i.e. title, forename/initials, surname. The code numbers 01 - 06 (zero one to zero six) below tell us the order the name elements appear in so we can process the name correctly.

- 00 You hold the participant name in a STRUCTURED format and have put them in the Title, Initials or Forename and Surname fields.
- 01 [Title][Forename and/or Initials][Surname] e.g. Mr John Adam Smith, Mr J A Smith, Mr John A Smith.
- 02 [Surname][Forename and/or Initials][Title] e.g. Smith John Adam Mr, Smith J A Mr, Smith John A Mr

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- 03 [Surname][Title][Forename and/or Initials] e.g. Smith Mr John Adam, Smith Mr J A, Smith Mr John A
- 04 [Forename and/or Initials][Surname] e.g. John Adam Smith, J A Smith, John A Smith
- 05 [Surname][Forename and/or Initials] e.g. Smith John Adam, Smith J A, Smith John A
- 06 [Surname][Title][Initials] e.g. Smith Mr J A.

It is helpful to use code 06 rather than code 03 where you know that you will be submitting initials only.

- 07 **SI 03/3297 only** - specifies that the name is a non-individual i.e. a Residual Entity.

### 10.7.2 (REPORTABLE) PARTICIPANT TITLE

This field is only used if the (Reportable) Participant Naming Convention is set to '00'. In these cases it contains the title component of the (reportable) participant on this security or instrument e.g. Mr, Mrs or Doctor. In other cases it may be a zero length field or completed with spaces.

### 10.7.3 (REPORTABLE) PARTICIPANT FORENAMES/INITIALS

This field is only used if the (REPORTABLE) PARTICIPANT NAMING CONVENTION is set to '00'. In these cases it contains the forenames/initials component of the (reportable) participant on this security or instrument. In other cases it may be a zero length field or must be completed with spaces.

Where you know that this component field only contains initials we would prefer spaces between the initials. Please ensure that when you define the size of this field in the TYPE 1 record you allow for the spaces.

### 10.7.4 (REPORTABLE) PARTICIPANT NAME/SURNAME

If the (REPORTABLE) PARTICIPANT NAMING CONVENTION is set to '00' (zero zero), then only put in this field the surname of the participant in this security.

If the (REPORTABLE) PARTICIPANT NAMING CONVENTION is set to any value from '01' to '06', then this field should contain the full name of the (Reportable) participant including Title, Forename/Initials and Surname in the naming convention order you have chosen.

## **10.8 Birth Date**

You must only supply dates as numbers in the European date format (DDMMCCYY). Do not include separators such as /. If you do not hold the day (DD) or the month (MM) you may replace them with '00' (zero zero).

## 11. Appendix G Submission Instructions

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### 11.1 Introduction

If you are not responsible for the production and issue of the s18/SI 03/3297 sub-return please pass this entire package to the correct person so that all sub-returns we receive bear the correct labelling, and are accompanied by a submission document.

As stated in the notice (usually issued at the end of February) the media which you are required to submit should be sent to CNI at the address specified in para 12.1 of Appendix H (Contact Information).

You will be issued with labels and submission documents that you should complete in accordance with the instructions below. These will be issued according to the schedule set out in para 1.6 Timetable of Events for Reporting Year.

### 11.2 Media Labels – Quantity Supplied

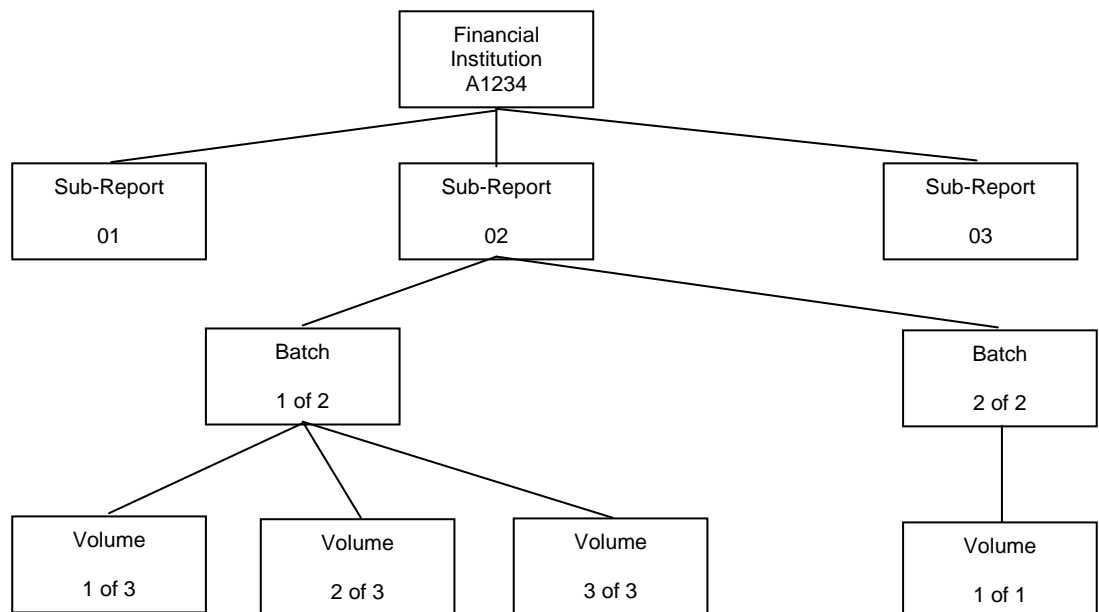
We will enclose one sheet of labels for each sub-return. If the number of labels supplied is insufficient please contact CNI for additional supplies. See para 12.1 Appendix H (Contact Information) for details.

### 11.3 Structure of Information

You will make one or more sub-returns. These are divided into one or more reproducible batches, with each batch being submitted on one or more volumes of media.

Many of you will submit only one sub-return consisting of one batch for your s18/SI 03/3297 return. Some sub-returns, however, may need to be divided into several batches, see para 2.2. Separate items of media, each tape, disc, box of paper etc, should be labelled as a volume, with each volume being numbered sequentially within a batch and each batch being numbered sequentially within a sub-return.

An example is shown below of a financial institution whose return comprises 3 sub-returns, one of which is expanded to show its component parts.



In the example the sub-return A1234/02 has 2 batches. The first batch has 3 volumes of media and the second batch only 1 volume of media.

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Each *volume* should be uniquely labelled and one *submission document* should accompany each package. A package may contain one of the following:-

- i. Complete sub-return.
- ii. Re-submission of failed batch(es)
- iii. Additional batch(es) for omitted Securities
- iv. Re-submission of an erroneous sub-return or erroneous batch(es)

Please make sure the contents of each package are consistent with the *Submission Document* that you send with it.

### 11.4 Paper Submissions

We would expect a paper sub-return to be made as a single batch, with the individual boxes or packages of paper being labelled as volumes within the sub-return. For example a paper sub-return of 3 boxes would bear the labels:

box 1: Batch 1 of 1 Volume 1 of 3  
box 2: Batch 1 of 1 Volume 2 of 3  
box 3: Batch 1 of 1 Volume 3 of 3

### 11.5 Submission Dates

The time limit for sending us your return will be stated in the notice to provide information that we send you. It is normally 30 June following the end of the tax year to which the notice relates. For example, for the tax year 2010-2011 notices would normally be issued in February 2011 and returns must be submitted by 30 June 2011.

You may submit your return before this date but due to the large volumes of data to be processed, we cannot guarantee to load your data before date in the notice. We will, however, try to deal with your return as soon as possible after receipt.

### 11.6 Label Completion Instructions

Please complete the labels in accordance with the following instructions. Please check the details that have been pre-printed and complete any details where they have been omitted or are incorrect.

#### LABEL INFORMATION

Each sheet contains two types of labels: Type A & Type B.

**Table 1 Type A & B Labels**

Type A Label

Pre-printed and specific to a sub-return.

Section 18 Return 2010-11	
<b>HM Revenue &amp; Customs Bank</b>	
Sub-Return	: B1111/01
Description	: Visa
Batch No	: of
Volume No	: of

Type B Label

General or continuation labels to be used to identify any additional volumes.

See note
1
2
3
4
5

S18 Return 2010-11	
<b>HM Revenue &amp; Customs Bank</b>	
Sub-Return	: B1111
Description	:
Batch No	: of
Volume No	: of

### 11.7 Explanation of Notes

- 1 We will pre-print your Name.
- 2-3 We will pre-print the Reference. Where specific sub-return details have been agreed the sub-return Reference Number and Description will be pre-printed. You should ensure that each label is attached to the correct volume. Where we have not pre-printed the sub-return Number information please complete the label.
- 4 You should insert Batch number details on each volume, followed by the total number of batches making up the sub-return referred to in 3, e.g. Batch 2 of 5. These two numbers in combination indicate the sequence of a batch within the sub-return.
- 5 Please insert Volume number details on each item of media followed by the total number of volumes which make up each individual batch e.g. Volume 1 of 3. These two numbers in combination indicate the sequence of a volume within the batch. Numbers entered at items 4 & 5 enable the operator to check the sequence of each volume of media within the batch and also to confirm that they have received complete details of a sub-return.

### 11.8 Submission Document Completion Instructions

You should send one submission document with each package of media to give us details of all volumes included in the package. If the number of submission documents we send you is insufficient please use photocopies or download a blank form from the HMRC website:-

[www.hmrc.gov.uk/s17-s18guidance/return-submission.pdf](http://www.hmrc.gov.uk/s17-s18guidance/return-submission.pdf)

Where we know your details we pre-print these on the submission document. Where these are missing or incorrect you should amend the submission document and notify CNI as detailed on the form.

### 11.9 Media Submission Details

#### 11.9.1 Total Items enclosed in Package

Please enter the total number of items that you have sent in each package.

#### 11.9.2 Submission Status

Please show the status of the package. This will be one of the following options:-

- Initial - The initial submission of the whole sub-return.
- Retry R - This is for re-submission of failed batch(es) previously submitted to us.
- Test - Do not use live data for your test submissions. The test only checks your return matches our specification (this document). It will not test the accuracy of the data you have put in the return.

#### 11.9.3 Number of EUSD accounts reported

Please show the number of EUSD items in your return. If the exact figure is not available, a reasonable estimate will be fine. If you cannot give this information, your return will not be failed and you will not be penalised.

#### 11.9.4 Contact Name For Audit Purposes

Please enter the name of the person we should contact about our audit of your return.

#### 11.9.5 Batch No Instructions – (This section and continuation sheets)

The section and subsequent sheets should be used to enter details of the volumes you have submitted in the package. Enter individual volume and batch numbers as required.

“Your Ref No” is for use by those of you who wish to identify a specific volume by your own numbering system.

## **12. APPENDIX H – Contact Information**

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### **12.1 Centre for National Information (CNI)**

**Postal Address:**

HM Revenue & Customs  
Centre for National Information  
Financial Institution Returns Management  
Ty Glas Road  
Llanishen  
CARDIFF  
CF14 5ZG

**Telephone Number:**

Cardiff 0292 032 7285 or 0292 032 6379

### **12.2 ASPIRE**

**ASPIRE Contact**

Financial Institution Liaison Officer

**Telephone Numbers:**

0195 229 5189 or 0195 229 5609