

Spreadsheet Guidance note for s18 / SIR return 2009/10

1. Background

1.1 Who may use the spreadsheet?

You can use this spreadsheet to make your s18 and SIR return if you normally submit paper returns for section 18 or SIR and your institution reference number begins with S or X. The spreadsheet is not a substitute for existing electronic returns.

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

1.2 What the form may be used for

The s18/SIR Spreadsheet covers two types of return on one sheet. You may use it to:

- report the information required by section 18 Taxes Management Act 1970 (called hereafter “s18”); or,
- make a return under the Reporting of Savings Income Information Regulations 2003 (called hereafter “SIR”).

1.3 These Notes

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 s18.
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.

1.4 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.

Spreadsheet Guidance note for s18 / SIR return 2009/10

2. How to complete the spreadsheet

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 Sending in your completed spreadsheets

Please return your completed spreadsheets on CD/DVD, floppy disks or USB sticks to our Centre for Research & Intelligence at the address in paragraph 5.3. Please send in your return as soon as possible after 5 April each year and not later than either 30 June or the date we specify in the notice we send you.

2.3 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.

2.4 Entering information 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 first cell to complete is the one in column B. This will fix the type of return the row is going to be, s18 or SIR, and subsequent boxes will be coloured coded for you. When you have chosen 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.

2.5 Number of characters per cell

While the paper returns only had space for 20 characters per item the spreadsheet allows 255 per cell. In general though, it would help us if you keep the number of characters down to a maximum of about 20. There is no need to count each cell but, for example, it will make the eventual file smaller if you only use middle initials for any individuals with long names.

Spreadsheet Guidance note for s18 / SIR return 2009/10

3. Reporting information under s18

3.1 What to report

Full details about what interest you must report under s18 are in the Section 18 Guidance Notes, available on our website at www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm.

3.2 Completing the cover sheet batch details for s18

Entry <i>(all mandatory)</i>	What to put in the cell.
Institution reference	<p>This is the reference we have allocated to you and is in the format S9999/99. 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 numbers 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 s18 payments can go on one row?

If there is more than one transaction to report for a single account or security, you may report **either**:

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

For example, if a particular security paid interest four times a year, you could report this as four transactions on four rows or the four could be aggregated, onto a single row. Four rows may appear to be more work but it will allow you to complete the spreadsheet during the year rather than wait until the end. This may be an advantage if you do not expect to hold client funds for the whole of a year.

Please only report in one way using all aggregate or all individual transactions in each sub-report.

3.4 How to complete the data sheet for s18

Only complete the columns noted on the left hand of the table below for s18. The other cells are used for SIR. The letters in the left hand are the column heading letters, the words in bold are the column title.

Spreadsheet Guidance note for s18 / SIR return 2009/10

[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 reference number on the cover sheet page of the spreadsheet.</i>
[F] Account or Security number	<p>For accounts Enter the number of the account. For “client accounts” this should be the account or reference number within your organisation not any single bank/ building society account number into which all your “client” interest is paid.</p> <p>For securities Enter the identifying letter for the system being used, i.e. I for ISIN, S for SEDOL or C for CUSIP, followed by the unique identification number. For example, a security with an ISIN reference would be recorded as IAA999999999.</p> <p>No reference Where you have no other unique reference number, you must report the ‘universal dummy’ – QQ999999.</p>
[G] 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.
[H] Number of participants	<p>Where:</p> <ul style="list-style-type: none"> • interest is paid to, or received on behalf of, 2 or more persons; or • you hold valid R105s showing that more than one NOR individual with a reportable address is beneficially entitled to a payment from an AIF, <p>enter the total number of parties to the account or transaction (whether they are all reportable or not). For example, for a partnership or joint holding of 3 persons, enter 3. Otherwise, leave this box blank.</p>
[I-L] Participant’s name four cells titled: TITLE FORENAME MIDDLE NAMES SURNAME	<p>Enter the name of the individual to whom the interest was paid, or on whose behalf it was received. Where you hold a valid R105 form that shows that an individual with a reportable address is beneficially entitled to a payment from an AIF, e.g. an AUT or an OEIC, enter the name of that beneficially entitled individual instead.</p> <p>Where there are 2 or more participants to an account complete one row each for the first 2 named reportable individuals who are party to the account/transaction. Show the name of one individual each in the Participants name cells.</p> <p>Use the format TITLE, FORENAME, MIDDLE NAMES and SURNAME in consecutive cells. You may use standard abbreviations such as DR for Doctor.</p>
[M-R] Address In six cells titled: PROPERTY NO. STREET OR BUILDING ADDRESS 1 - 4	<p>Show the address of the individual named in the Participant’s name cells. This will be the address of the individual to whom you paid the interest or on whose behalf you received it unless you have an R105 in which case report the address of the individual beneficially entitled to the interest.</p> <p>You may use standard abbreviations such as RD for ROAD. Leave a space between each word. The final cell for the address must be the country if it is not the UK.</p>

Spreadsheet Guidance note for s18 / SIR return 2009/10

[Column] Title	What to put in the cell
[S] Post Code	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.
[AA] Gross interest	<p>Show the full amount (i.e. before the deduction of any tax) of the interest that you have paid or received on an account or transaction on each form that relates to that account or transaction. You may report the amount before or after the deduction of any overseas withholding tax. Please report consistently, i.e all one way or all the other. Include a decimal point if this is needed for the currency reported. So, for Sterling, enter a decimal point, and show pence after it.</p> <p>Where the interest is in a foreign currency, you may either:</p> <ul style="list-style-type: none"> • convert the amount to Sterling and put that on the form; or, • report it in the foreign currency. <p>If you choose to report in a foreign currency, enter the amount in the denomination indicated on the SWIFT Standard list. For example, you should enter Dollars and cents with the cents entered after a decimal point.</p> <p>For currencies that do not use a decimal place do not include one. The amount you should report is the total interest due to the investor before the setting-off of any interest owed.</p> <p>Do not enter any currency symbols. Do not format the cells to show currency symbols.</p>
[AB] Tax deducted	Enter the full amount of any UK tax that you have deducted from the interest. Please complete this entry on the same basis, and using the same currency, as your entry for Gross interest .
[AD] Reporting Currency Code	Enter the appropriate currency code from the ISO Standard , to show what currency you have reported. If the currency is Sterling, you may leave the boxes blank.
[AE] Originating Currency Code	Where you have paid or received interest in a foreign currency, enter the appropriate currency code from the ISO Standard whether or not you have converted to pounds Sterling to report on the form. For example, enter USD where the interest was paid or received in US Dollars. If the currency is Sterling, you may leave the boxes blank.
[AF] R105 (AUT/OEIC)	Enter Y if you are reporting interest that an AIF, e.g. an AUT or an OEIC, has paid gross because you hold a valid R105 form. Otherwise leave the box blank.

Spreadsheet Guidance note for s18 / SIR return 2009/10

4. Return under SIR (Savings Income Reporting)

4.1 Introduction

For further information and guidance about SIR please see the SIR guidance notes available on our website at spreadsheet www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf. The current version is number 6.

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 S9999/99. 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 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 individual even when a number of individuals share the income from the same account or security. For example, for a joint account, use a separate row for each reportable individual.

For payments 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 cells are not used for SIR, they are used for s18. 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>

Spreadsheet Guidance note for s18 / SIR return 2009/10

[Column] Title	What to put in the cell.
[C] SI 03/3297 report	Enter Y . This will lead to some cells being coloured dark grey . Do not put anything into these dark grey cells.
[D] Tax Year	<i>This cell is completed for you when you enter the reference number on the cover sheet page of the spreadsheet.</i>
[E] Income Code <i>(mandatory)</i>	<p>Enter two letters to identify the types of income you report. The first is either A, B, C or D. The second is either X or Y. Decide which letters to use according to the list below.</p> <p>A for savings income that is interest (see paragraphs 84-88 and 234)</p> <p>B for savings income that is;</p> <ul style="list-style-type: none"> • interest accrued or capitalised at the sale, refund or redemption of a money debt; or • income realised on the 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 where you are a paying agent (see paragraphs 15-32); and,</p> <p>Y where you are a receiving agent (see paragraphs 33-38).</p> <p>For example, if you are a paying agent and on this row you are reporting that you made an interest payment you should enter AX. Receiving agents should always enter DY.</p>
[F] Account or Security number	<p>Enter here the number or identification of the account in respect of which you have paid or received the interest.</p> <p>For accounts Enter the number of the account. For “client accounts” this should be the account or reference number within your organisation not a single bank/ building society account in which you hold all your client interest.</p> <p>For instruments Enter an identifying letter to show 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 example; a security with an ISIN reference might be recorded as IAA999999999</p> <p>No reference number Where you have no other unique reference number, you must report the ‘universal dummy’ – QQ999999.</p>
[G] 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.

Spreadsheet Guidance note for s18 / SIR return 2009/10

[Column] Title	What to put in the cell.
<p>[I-L] Participant's name four cells titled:</p> <p>TITLE FORENAME MIDDLE NAMES SURNAME</p>	<p>Enter the name of the relevant payee or residual entity. You must 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>
<p>[M-R] Address</p>	<p>Show the address of the relevant payee or residual entity named on this row (see paragraphs 154-166). You can give either the address at 5 April or the date on which the interest is paid as long as you are consistent.</p> <p>Leave a space between each word. You can use standard abbreviations such as RD for ROAD. The final row of the address must be the country if it is not in the UK.</p>
<p>[S] 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. Please make sure you enter the space in the middle of UK postcodes.</p>
<p>[T-U] Code for country of residence</p>	<p>Pick from the list of countries available in the first column. The spreadsheet will put the two letter ISO code for the country of residence in the second column.</p>
<p>[V] Tax Identification Number (TIN)</p>	<p>If a TIN is required (see paragraph 203) enter details for the relevant payee or residual entity at Participant's name above.</p>
<p>[W] 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, for example, 02/04/1956 for 2nd April 1956.</p>
<p>[X-Z] Place of birth and Country code for place of birth</p>	<p>If these details are required (see paragraph 203), enter the town of birth and, in the separate cell pick the country of birth from the list. The spreadsheet will put the the two letter ISO code for the country into the third cell.</p>
<p>[AA] Gross Interest</p>	<p>Enter the amount of the savings income payment attributable to the relevant payee named on this row (see paragraphs 234-248). Include a decimal point if used for the currency you are reporting in. So, for pounds Sterling, enter a decimal point and show pence after it. 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 and enter that figure. For example, for a joint holding by 4 participants, divide the savings income received by 4.</p> <p>If you have paid interest in a foreign currency enter the amount in the denomination indicated on the ISO Standard currency code . For example, you should enter Dollars and cents with the cents entered after a decimal point.</p> <p>Do not enter any currency symbol other than a decimal point.</p>
<p>[AD] Reporting Currency Code</p>	<p>Enter the appropriate currency code under the ISO Standard currency code, to show the currency that you have reported. If you report in pounds Sterling, you may leave this 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 2008/09 section 18 Guidance notes 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. S18 S12345/01. 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 send your completed spreadsheets on CD/DVD, floppy disks or USB sticks to:

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

Telephone Number: **0292 032 7373**

Charity, Assets & Residence (CAR):

eddie.dodd@hmrc.gsi.gov.uk

Telephone Number: **0151 472 6129**

Fax Number: **0151 472 6124**