HM Revenue & Customs

Top of issuing address data: X = 120.5mm, Y = 14.5mm

```
ISSUING OFFICE ADDRESS LINE 1-----X
ISSUING OFFICE ADDRESS LINE 2-----X
ISSUING OFFICE ADDRESS LINE 3-----X
ISSUING OFFICE ADDRESS LINE 4-----X
ISSUING OFFICE ADDRESS LINE 5-----X
ISSUING OFFICE ADDRESS LINE 6-----X
POSTCODE X
```

```
REPRINT-REFERENCE--X      999

RECIPIENT NAME LINE 1 ------------X
RECIPIENT NAME LINE 2 ------------X
ADDRESS LINE 1 -------------------X
ADDRESS LINE 2 -------------------X
ADDRESS LINE 3 -------------------X
ADDRESS LINE 4 -------------------X
ADDRESS LINE 5 -------------------X
POSTCODE X
```

Top of recipient address data: X = 34mm, Y = 36mm

Text left aligned at: X = 120.5mm Y = 55mm

Unique tax reference (UTR)
99999 99999

Titles and data items to be 10pt Arial.

Accounts Office reference
999PA99999999

CIS Helpline   **9999 999 9999**

CIS Helpline number to be emboldened.

Date   99 XXXXXXXXX 9999

Only print logo on page 1. Top of second and subsequent pages to start with either

1) for matched verificaion

Name	UTR	Tax treatment	Deduction rate

2) for unmatched verification

Name	Name
Address	Address
Telephone number	Telephone number
Verification number	Verification number

Construction Industry Scheme
Heading 18pt Arial bold. X = 16mm, Y = 108mm

Confirmation of subcontractor verification as requested on 99 XXXXXXXXX 99   Sub-heading and data item to be 11pt Arial bold. X = 16mm

Please keep this letter as you may need to use these details when filling in your next Contractor's monthly return. If you have any questions, please phone the CIS Helpline.

Please note that for each subcontractor shown, the specified tax treatment should be applied to any payments you make until we tell you otherwise.

1) We were able to match the following subcontractors to our records. The verification number for these subcontractors is V9999999999.

Name	UTR	Tax treatment	Deduction rate
NAME LINE 1 XXXXXXXXXXXXXXXXXXXXXXXX	99999 99999	XXXXX	999
NAME LINE 2 XXXXXXXXXXXXXXXXXXXXXXXX			

Overlay body text left aligned at: X = 16mm . Overlay body text 11pt Arial, emboldened where shown.

Variable overlay will be one of three options.
1) 1st marked paragraph only.
2) 2nd marked paragraph only.
3) 1st and 2nd paragraph together.

The two paragraphs will also be variable lengths depending on how many subcontractors the contractor has verified.

2) We were **not** able to match the following subcontractors to our records. When paying these subcontractors you must deduct 30% from their payments. Each of these subcontractors has their own unique verification number, as shown below.

Name	Name
NAME LINE 1 XXXXXXXXXXXXXXXXXXXXXXXX	NAME LINE 1 XXXXXXXXXXXXXXXXXXXXXXXX
NAME LINE 2 XXXXXXXXXXXXXXXXXXXXXXXX	NAME LINE 2 XXXXXXXXXXXXXXXXXXXXXXXX
Address	**Address**
ADDRESS LINE 1 XXXXXXXXXXXXXXXXXXXXXXXX	ADDRESS LINE 1 XXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS LINE 2 XXXXXXXXXXXXXXXXXXXXXXXX	ADDRESS LINE 2 XXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS LINE 3 XXXXXXXXXXXXXXXXXXXXXXXX	ADDRESS LINE 3 XXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS LINE 4 XXXXXXXXXXXXXXXXXXXXXXXX	ADDRESS LINE 4 XXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS LINE 5 XXXXXXXXXXXXXXXXXXXXXXXX	ADDRESS LINE 5 XXXXXXXXXXXXXXXXXXXXXXXX
POSTCODE X	POSTCODE X
Telephone number 99999999999999999999	**Telephone number** 99999999999999999999
Verification number V9999999999/XX	**Verification number** V9999999999/XX

All data items in body of letter to be 11pt Arial.

Unmatched verification - Only print address and telephone number (including titles) if the contractor supplied them at time of verification and they are held on the unmatched verification record.

Note: the unmatched verification record will be held within new CIS (recognised by the unique unmatched verification number) and linked to the Contractor scheme.

v1.1_06 09 05