



0,0 point

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

v2.0_05_08

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) These data items to be 10 pt Arial -
99999 99999 helpline number to be emboldened

Accounts Office reference
999PA99999999

CIS Helpline **9999 999 9999**

Date **99 XXXXXXXXXX 9999**

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

Contractor's monthly return Sub-heading 14pt Arial bold. X = 16mm

On your recent Contractor's monthly return you ticked the box on page 4 indicating that you will not be paying any subcontractors for the foreseeable future. We would normally suspend issue of any further monthly returns for a period of six months.

Before we can treat you as inactive, please phone the CIS Helpline immediately in order to clarify the correct inactivity periods you require.

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

Form number 8pt Arial bold

CIS323(B)

IMS imprint 8pt Arial

HMRC 05/08