

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

**v1.0\_05.09.05**

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

Unique tax reference (UTR)  
99999 99999

Accounts Office reference  
999PA99999999

CIS Helpline 9999 999 9999

Date 99 XXXXXXXXXXXX 9999

## Construction Industry Scheme

### Contractor's monthly return for period ending **99/99/9999**

We have received your Contractor's monthly return for the above period and note that you have included amounts in some of the boxes, but have also completed the nil declaration box on page 4.

We have treated this monthly return as one which reports payments to subcontractors and/or deductions from subcontractors. If you disagree, please call the CIS Helpline to let us know what the correct entry should be.

You can also get information about filing your monthly returns online by logging on to our website at [www.hmrc.gov.uk/new-cis](http://www.hmrc.gov.uk/new-cis)