

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 Unit telephone 99999 999999

Date 99 XXXXXXXXXX 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.

Unfortunately some of the information you have supplied about payments you have made to subcontractors is unclear. Please call the above number so that we can clarify the information.