HM Revenue & Customs

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 XXXXXXXXX 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 also ticked the box indicating that you will not be paying any subcontractors for the foreseeable future. Unfortunately we were unable to stop the issue of your Contractor's monthly return for the period ending 99/99/9999 from being produced and sent to you.

Please do not send this return to us unless you have payments or deductions to report. We have suspended the issue of any further returns for a period of six months. It is your responsibility to let us know at once if you make any payments to subcontractors during this period.

You can also get information about filing your monthly returns online by logging on to our website at **www.hmrc.gov.uk/new-cis**