



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

Accounts Office reference
 999PA99999999

CIS Helpline 9999 999 9999

Date 99 XXXXXXXXXXXX 9999

Construction Industry Scheme Heading 18pt Arial bold. X = 16mm, Y = 115mm

Contractor's monthly return for period ending 99/99/9999 Sub-heading 14pt Arial bold. X = 16mm Data item to be 14 pt Arial bold

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 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.