

ISAs

Annual Returns of Information Guidance for ISA Managers

For use with the **2011-12** return and thereafter



GUIDANCE NOTES FOR ISA MANAGERS

These notes provide guidance for ISA managers on how to submit annual returns of information on magnetic media. They replace all previous guidance.

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SECTION 1 ISA MAGNETIC MEDIA SPECIFICATION

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1 INTRODUCTION

ISA Managers are required to make Returns of Information to the HM Revenue & Customs under regulation 31 of the Individual Savings Account Regulations 1998 (Statutory Instrument 1998 No. 1870), as amended, within 60 days of the end of the following reporting dates

- 5th April each year, or
- the date of ceasing to qualify, or act as a manager.

Returns can be submitted on magnetic media, and/or forms ISACOM100(OCR) and/or the new ISA/JISA spreadsheet, which will be available from our website - http://www.hmrc.gov.uk/isa/annual_info.htm.

The purpose of this document is to describe the standard format in which returns on magnetic media should be submitted.

2 OVERVIEW

2.1 Reportable Plans

ISA managers must report details for all ISAs (and JISAs) they managed during the period covered by the return, including

- ISAs and JISAs transferred in, and
- ISAs that have been closed.

But they should exclude

- JISAs that have been closed (but see paragraph 8.2.9)
- ISAs and JISAs transferred out in full in the period covered by the return
- ISAs and JISAs made void in the period covered by the return, or
- ISAs and JISAs not proceeded with or cancelled in the period covered by the return within 30 days of opening.

2.2 Acceptable Magnetic Media

Returns must be submitted on one of the media defined in Appendix B – Acceptable Media. Returns submitted on other media will not be accepted.

2.3 Allowable Character Sets

Headers and data must be encoded in ASCII or EBCDIC character sets. (And the same character set must be used for both headers and data.)

Only the characters defined in Appendix C – Allowable Character Set – may be used.

2.4 Late and Incorrect Returns

Managers who fail to make a return by 4 June following the end of the period covered by the return will be sent a reminder. And no further claims for payment will be processed until the return is received.

Penalties may be charged on managers under Section 98 Taxes Management Act 1970 for failure to make a return or for making an incorrect return.

3 GLOSSARY

3.1 Return

A Return of Information under regulation 31 of the Individual Savings Account Regulations 1998. It consists of one or more sub-returns.

3.2 Sub-return

A sub-division of a return. It consists of one or more batches.

A manager may split a return into two or more sub-returns if it is more convenient than providing the information on one return.

This may be appropriate where, for example

- the manager is supplying the return on more than one media, or from more than one system, or
- the manager has a regional system and is unable to collate the information.

Managers who wish to split their returns into two or more sub-returns should first contact CNI (see Appendix **D** – Contact Information).

3.3 Batch

A sub-division of a sub-return.

Sub-returns that contain more than 1 Gbyte of data must be split into batches, each of which may contain up to 1 Gbyte of data. Sub-returns that contain less than 1 Gbyte of information may be split into batches or submitted in one batch.

3.4 Structured Name

Investors' names are held in a structured format where the title(s), initial(s) or forename(s) and surname are held in separate fields on the manager's system.

3.5 Unstructured Name

Investors' names are held in an unstructured format where the title(s), initial(s) or forename(s) and surname are held in a single field on the manager's system.

4 RETURN FORMAT

4.1 Record Types

Each batch consists of three record types - TYPE 1, TYPE 2 and TYPE 3.

4.2 TYPE 1 Record

The batch must start with a TYPE 1 Record. The Type 1 record identifies the manager making the return and defines the format of the TYPE 2 records that follow. It is also a batch management record.

4.3 TYPE 2 Record

One or more TYPE 2 records follow the TYPE 1 record. The TYPE 2 records contain information about each **account (ISA or JISA)** held by the manager.

TYPE 2 records should give details of the beneficial owner of the **account**, and not, for example, **the registered contact**.

Managers should complete TYPE 2 records for all **accounts** under management during the reporting period, with the exception of **accounts** transferred out in full, made void, or not proceeded with in that period; **and JISA accounts that have been closed (but see paragraph 8.2.9)**.

The records need not be sorted - for instance, in alphabetical order.

4.4 TYPE 3 Record

A single TYPE 3 record follows the last of the TYPE 2 records in the batch. The TYPE 3 record contains a count of the number of **accounts** reported in the batch.

4.5 Field Class

Record fields may be mandatory, non-mandatory or conditional.

Mandatory fields (indicated by an 'M' in the 'Type' column) must be completed using one of the values described.

Non-mandatory fields (indicated by an 'O' in the Type column) should be completed with data where possible, otherwise complete with spaces or zeros.

Conditional fields (indicated by a 'C' in the 'Type' column) must be completed where the conditions stated are met, otherwise complete with spaces or zeros.

5 TYPE 1 RECORD STRUCTURE

| Data Item Name | Format | Type | Notes |
|-------------------------|---------|------|---|
| RECORD TYPE | CHAR 1 | M | Enter "1". |
| RETURN TYPE | CHAR 10 | M | Enter "ISA". Left justify, pad with spaces. |
| ISA MANAGER REF | CHAR 8 | M | Enter the reference provided by HM Revenue & Customs for the purpose of submitting the return (see paragraph 8.1.1). Format is Z9999/99. |
| ISA MANAGER NAME | CHAR 50 | M | Enter the name (only) of the ISA manager submitting the return. Left justify, pad with spaces. |
| TAX YEAR | CHAR 4 | M | Enter the tax year in which the reporting date falls (see paragraph 8.1.2). Format is CCYY. |
| BATCH NUMBER | CHAR 2 | M | Enter the batch number within the sub-return, starting at "01". Format is 99. Right justify, pad with zeros (but pad with spaces allowed). |
| TOTAL NUMBER OF BATCHES | CHAR 2 | M | Enter the total number of batches within the sub-return. Format is 99. Right justify, pad with zeros (but pad with spaces allowed). |
| | CHAR 2 | M | Enter the number of characters to be used to supply titles in INVESTOR TITLE field. Enter "00" if either <ul style="list-style-type: none"> an unstructured name is always entered in INVESTOR NAME FIELD, or |

TYPE 1 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|-----------------------------------|---------------|-------------|---|
| INVESTOR TITLE LENGTH (cont'd) | | | <ul style="list-style-type: none"> the investors' titles are not held. <p>Format is 99. Right justify, pad with zeros (but pad with spaces allowed).</p> |
| INVESTOR FORENAME(S) LENGTH | CHAR 2 | M | <p>Enter the number of characters to be used to supply forename(s)/initial(s) in INVESTOR FORENAME(S) field. Enter "00" if an unstructured name is always entered in INVESTOR NAME field.</p> <p>Format is 99. Right justify, pad with zeros (but pad with spaces allowed).</p> |
| INVESTOR NAME LENGTH | CHAR 3 | M | <p>Enter the number of characters to be used to supply</p> <ul style="list-style-type: none"> for structured names, the investor's surname, or for unstructured names, the investor's full name <p>in INVESTOR NAME field.</p> <p>Format is 999. Right justify, pad with zeros (but pad with spaces allowed).</p> |
| INVESTOR ADDRESS LINE LENGTH | CHAR 2 | M | <p>Enter the length of the address lines in INVESTOR ADDRESS field.</p> <p>Format is 99. Right justify, pad with zeros (but pad with spaces allowed).</p> |
| INVESTOR ADDRESS LINE COUNT | CHAR 2 | M | <p>Enter the number of address lines in INVESTOR ADDRESS field.</p> <p>Format is 99. Right justify, pad with zeros (but pad with spaces allowed).</p> |

TYPE 1 RECORD STRUCTURE (Continued)

| Data Item Name | Format | Type | Notes |
|-------------------------------|---------------|-------------|--|
| INVESTOR POSTCODE SUPPLIED | CHAR 1 | M | Enter <ul style="list-style-type: none">• “Y” if the postcodes are held separately from investors’ addresses, or• “N” if the postcodes are held as part of investors’ addresses. (See paragraph 8.1.3.) |

TYPE 2 RECORD STRUCTURE

| Data Item Name | Format | Type | Notes |
|------------------------------|---------|------|---|
| RECORD TYPE | CHAR 1 | M | Enter "2". |
| INVESTOR REFERENCE NUMBER | CHAR 20 | M | Enter the reference by which the ISA/ JISA investor is known to the ISA manager (see paragraph 8.2.1). Left justify, pad with spaces. |
| TYPE OF ACCOUNT | CHAR 1 | M | Enter <ul style="list-style-type: none"> • "A" if the account is a cash ISA • "B" if the account is a stocks and shares ISA • "C" if the account is a cash JISA • "D" if the account is a stocks and shares JISA • "X" if the account is an ISA and there were no subscriptions in the period covered by the return, or subscriptions in the period covered by the return have been transferred to another manager • "Y" if the account is a JISA and there were no subscriptions in the period covered by the return, or subscriptions in the period covered by the return have been transferred to another manager |
| STRUCTURED NAME | CHAR 1 | M | Enter <ul style="list-style-type: none"> • "Y" if the investor's name is held in a structured format, or • "N" if the investor's name is held in an unstructured format. |

TYPE 2 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|-----------------------|---------------|-------------|--|
| NAMING CONVENTION | CHAR 2 | M | <p>If “Y” is entered in the STRUCTURED NAME field, enter “00”.</p> <p>If “N” is entered in the STRUCTURED NAME field see paragraph 8.2.2.</p> |
| INVESTOR TITLE | CHAR X | O | <p>If “Y” is entered in the STRUCTURED NAME field enter the investor’s title (Mr, Mrs, Doctor, etc).</p> <p>Left justify, pad with spaces. If the investor has more than one title, leave a space between the titles.</p> |
| INVESTOR FORENAME(S) | CHAR X | O | <p>If “Y” is entered in the STRUCTURED NAME field enter the investor’s forename(s) and/or initial(s) – see paragraph 8.2.3.</p> <p>Left justify, pad with spaces.</p> |
| INVESTOR NAME | CHAR X | M | <p>Enter the investor’s</p> <ul style="list-style-type: none"> • surname if “Y” is entered in the STRUCTURED NAME field, or • full name if “N” is entered in the STRUCTURED NAME field <p>Left justify, pad with spaces.</p> |
| INVESTOR NINO | CHAR 9 | M | <p>Enter the investor’s National Insurance number (NINO) if held. Format is AA999999A. The last character should be “A”, “B”, “C” or “D”. It may be space filled if not known.</p> <p>If the investor’s NINO is not held</p> <ul style="list-style-type: none"> • for ISA accounts, either space fill (preferred), or enter XX999999X, or |

TYPE 2 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|---|--------|------|--|
| INVESTOR NINO (cont'd) | | | <ul style="list-style-type: none"> for JISA accounts, either space fill (preferred), or enter YY888888Y |
| INVESTOR ADDRESS | CHAR X | M | <p>Enter the investor's permanent residential address (see paragraph 8.2.4).</p> <p>Left justify, pad with spaces</p> |
| INVESTOR POSTCODE | CHAR 8 | C | <p>If "Y" is entered in INVESTOR POSTCODE SUPPLIED field, enter the postcode for the investor's permanent residential address.</p> <p>Otherwise, space-fill.</p> <p>If "N" is entered in INVESTOR POSTCODE SUPPLIED field, set the field length to 0.</p> |
| INVESTOR DATE OF BIRTH | CHAR 8 | M | <p>Enter the investor's date of birth as a numeric string in the European date format (DDMMCCYY).</p> <p>If the account was originally opened prior to 1993 as a PEP and you have not been able to obtain the investor's date of birth, space fill.</p> |
| AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA | CHAR 8 | M | <p>If "X" or "Y" has been entered in the TYPE OF ACCOUNT field enter "0".</p> <p>Otherwise, enter the total subscriptions to the stocks and shares ISA/JISA in the period covered by the return (see paragraph 8.2.5).</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> |

TYPE 2 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|---|--------|------|---|
| AMOUNT SUBSCRIBED TO CASH ISA/JISA | CHAR 8 | M | <p>If "X" or "Y" has been entered in the TYPE OF ACCOUNT field enter "0".</p> <p>Otherwise, enter the total subscriptions to the cash ISA/JISA in the period covered by the return (see paragraph 8.2.6)</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> |
| AMOUNT USED TO PURCHASE INSURANCE PRODUCTS | CHAR 8 | M | <p>If "X" or "Y" has been entered in the TYPE OF ACCOUNT field enter "0".</p> <p>Otherwise, enter the amount used to purchase insurance products (see paragraph 8.2.7)</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> |
| TOTAL AMOUNT SUBSCRIBED TO ISA/JISA | CHAR 8 | M | <p>If "X" or "Y" has been entered in the TYPE OF ACCOUNT field enter "0".</p> <p>Otherwise, enter the same figure as at AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA or AMOUNT SUBSCRIBED TO CASH ISA/JISA as appropriate</p> <p>NB: a separate record is required for each ISA/JISA held. If the investor has both a cash ISA and a stocks and shares ISA, 2 records are required.</p> |

TYPE 2 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|--|--------|------|---|
| TOTAL AMOUNT SUBSCRIBED TO ISA/JISA (cont'd) | | | <p>Two records are also required if the investor is aged 16 or 17 and holds a cash ISA and a cash JISA.</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> |
| DATE OF FIRST SUBSCRIPTION | CHAR 8 | M | <p>If "A" or "B" is entered in TYPE OF ACCOUNT field, enter the date of the first subscription to the ISA in the period covered by the return (see paragraph 8.2.8). Format is DDMMCCYY.</p> <p>If "C" or "D" is entered in TYPE OF ACCOUNT field, enter the date of the first subscription only if the JISA was opened in the period covered by the return; otherwise space fill.</p> <p>If "X" or "Y" is entered in TYPE OF ACCOUNT field, space-fill.</p> |
| DATE OF CLOSURE (ISAS ONLY) | CHAR 8 | M | <p>If "A" is entered in TYPE OF ACCOUNT field and the account has been closed, enter the date of closure (see paragraph 8.2.9). Format is DDMMCCYY.</p> <p>If "B" or "X" is entered in TYPE OF ACCOUNT field, space fill (a date of closure is not required). However if the account has been closed managers may enter the date of closure if they so wish.</p> <p>If "C", "D" or "Y" is entered in TYPE OF ACCOUNT field, space-fill (see paragraph 8.2.9).</p> |

TYPE 2 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|--|---------------|-------------|--|
| SHARE SCHEME SHARE TRANSFERS (ISAs ONLY) | CHAR 8 | M | <p>If "A", "B" or "X" is entered in TYPE OF ACCOUNT field, enter the market value, as at the date of transfer, of any shares transferred into the stocks and shares ISA in the period covered by the return from an approved SAYE share option scheme or Share Incentive Plan (see paragraph 8.2.10).</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> <p>If "C", "D" or "Y" is entered in TYPE OF ACCOUNT field, space-fill.</p> |
| MARKET VALUE OF STOCKS AND SHARES ISA/JISA | CHAR 20 | M | <p>Enter the market value of all assets held in a stocks and shares ISA/JISA at 5 April or any other valuation date falling not earlier than 5 October within the tax year.</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> |
| MARKET VALUE OF CASH ISA/JISA | CHAR 10 | M | <p>Enter the market value of all assets held in a cash ISA/JISA at 5 April or any other valuation date falling not earlier than 5 October within the tax year.</p> <p>Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed).</p> |

TYPE 2 RECORD STRUCTURE (continued)

| Data Item Name | Format | Type | Notes |
|--|---------------|-------------|---|
| MARKET VALUE OF INSURANCE PRODUCTS | CHAR 20 | M | Enter the surrender value of all insurance products held in the ISA/JISA at 5 April or any other valuation date falling not earlier than 5 October within the tax year. Round up to the nearest £ (for example £999.99 should be reported as 1000). Right justify, pad with zeros (pad with spaces allowed). |

Close
7**TYPE 3 RECORD STRUCTURE**

| Data Item Name | Format | Type | Notes |
|-----------------------|---------------|-------------|--|
| RECORD TYPE | CHAR 1 | M | Enter "3" |
| INVESTOR COUNT | CHAR 11 | M | Enter the count of all TYPE 2 records reported in the batch. Right justify, pad with zeros (pad with spaces allowed). |

8 EXPLANATORY NOTES

8.1 Type 1 Records

8.1.1 *ISA manager reference*

This is the reference provided by HM Revenue and Customs for the purpose of submitting Returns of Information. It is made up of

- the ISA manager's reference number (the letter "Z", followed by four digits)
- a slash (/), and
- the sub-return reference number (two digits).

For example, Z9999/01.

8.1.2 *Tax year*

This is the tax year in which the reporting date falls. For example

- if the return is for the year to 5 April 2012, enter 2012, and
- if the return is for the period to 1 September 2011 (because the manager ceased to qualify, or act as an ISA manager on that date), enter 2012 (because 1 September 2011 falls within the tax year ending 5 April 2012).

8.1.3 *Investor postcode supplied*

The post code is an integral part of UK addresses and we would normally expect a postcode to be supplied. This entry determines whether investors' postcodes are entered in the INVESTOR ADDRESS or INVESTOR POSTCODE field.

- a. If the postcodes are held separately from the investors' addresses, enter "Y" – and enter the postcode in the INVESTOR POSTCODE field.
- b. If the postcodes are held as part of the investors' addresses, enter "N" – enter the postcode as part of the investor's address in the INVESTOR ADDRESS field, and set the length of the INVESTOR POSTCODE field to 0.

8.2 Type 2 Records

8.2.1 *Investor reference number*

The investor reference number should be a unique identifier (preferably, the ISA/JISA account number notified to the investor).

8.2.2 *Naming convention*

If "N" is entered in the STRUCTURED NAME field enter

- "01" if the name is supplied as title, forename, middle name(s) or initial(s), surname - for example, Mr John Adam Smith, or Mr John A Smith
- "02" if the name is supplied as surname, forename middle name(s) or initial(s), title – for example, Smith John Adam Mr, or Smith John A Mr

- “03” if the name is supplied as surname, title, forename, middle name(s) or initial(s) – for example, Smith Mr John Adam or Smith Mr John A.
- “04” if the name is supplied as forename, middle names or initial(s), surname – for example, John Adam Smith, or John A Smith
- 05” if the name is supplied as surname, forename, middle names or initial(s) – for example Smith John Adam, or Smith John A

If names are in a format not listed above contact CNI (see Appendix E - Contact Information).

8.2.3 ***Investor forename(s)***

This contains the forename and/or initial(s) component of the investor’s name where the names are held in a structured format.

If the field contains only initials they should be spaced. And the field length defined in the INVESTOR NAME LENGTH field should allow for this.

8.2.4 ***Investor address***

Enter the investor’s permanent residential address (including postcode if “N” is entered in the INVESTOR POSTCODE SUPPLIED field).

The number of address lines supplied should correspond to the number defined in the INVESTOR ADDRESS LINE COUNT field.

If the address lines are of different lengths each address line should be left justified and padded with spaces to the length defined in the INVESTOR ADDRESS LINE LENGTH field.

8.2.5 ***Amount subscribed to stocks and shares ISA/JISA***

Enter “0” if “X” or “Y” has been entered in the TYPE OF ACCOUNT field. Otherwise enter the total amount subscribed to the stocks and shares ISA/JISA in the period covered by the return. This includes

- cash subscribed to the ISA/JISA in the period covered by the return
- the aggregate market value, as at the date of transfer, of any shares transferred into an ISA in the period covered by the return from an approved SAYE option scheme or a Share Incentive Plan, and
- any subscriptions in the period covered by the return transferred in from another manager (whether cash or stocks and shares) and reported as such on the ISA/JISA transfer form.

8.2.6 ***Amount subscribed to cash ISA/JISA***

Enter “0” if “X” or “Y” has been entered in the TYPE OF ACCOUNT field. Otherwise enter the total amount subscribed to the cash ISA in the period covered by the return. This includes

- cash subscribed to the ISA/JISA in the period covered by the return, and

- any subscriptions in the period covered by the return transferred in from another manager and reported as such on the ISA/JISA transfer form.

8.2.7 Amount used to purchase insurance products

If “X” or “Y” has been entered in the TYPE OF ACCOUNT field enter “0”.

Otherwise, enter the total amount subscribed in the period covered by the return used to purchase insurance products.

For example, an investor subscribes

- £3,000 to a stocks and shares ISA (or JISA), £1000 of which is used to purchase an insurance product that is a qualifying investment for a stocks and shares ISA/JISA.

The ISA manager would enter

- “3000” in the AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA field
- “1000” in the AMOUNT USED TO PURCHASE INSURANCE PRODUCTS field, and
- “3000” in the TOTAL AMOUNT SUBSCRIBED TO ISA/JISA field.

8.2.8 Date of first subscription

If the account is an ISA (“A” or “B” is entered in the TYPE OF ACCOUNT field) enter the date on which the first subscription in the period covered by the return was paid into the ISA. (If subscriptions in the period covered by the return were transferred in from another manager and reported as such on the ISA transfer form this will be the date on which the first subscription in the period covered by the return was paid into the ISA transferred in).

If the account is a JISA (“C” or “D” is entered in the TYPE OF ACCOUNT field) space-fill the field unless the account was opened in the period covered by the return. If the JISA was opened in the period covered by the return enter the date on which the first subscription was paid into the account. (If subscriptions in the period covered by the return were transferred in from another manager and reported as such on the JISA transfer form and this was the year in which the JISA was first opened, this will be the date on which the first subscription was paid into the JISA transferred in.)

If “X” or “Y” is entered in TYPE OF ACCOUNT field, space-fill the field

For Example

In May 2011 Mr Drones subscribes £1,000 to a stocks and shares ISA with Manager A. In July 2011 he transfers this ISA to Manager B. In November 2011 he subscribes a further £2,000 to the ISA with Manager B. The transfer form given to Manager B by Manager A will show *date of first subscription in current year* as May 2011.

Manager B will therefore report

- “3000” in the AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA field, and
- “01052011” in the DATE OF FIRST SUBSCRIPTION FIELD

Manager A will either

- make no report (if the ISA was transferred in full), or
- report “0” in the AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA field (if some or all of previous years’ subscriptions remain in the ISA).

For Example

Mr Clough subscribes

- £2,000 to a cash ISA with Manager A in May 2011, and
- £1,000 to a stocks and shares ISA with Manager B in June 2011.

In July 2011 he transfers the cash ISA to Manager B. In November 2011 he subscribes

- £2,000 to the cash ISA with Manager A, and
- a further £1,200 to the stocks and shares ISA with Manager B.

The transfer form given to Manager B by Manager A will show *date of first subscription in current year* as May 2011.

Manager B will therefore report

- “4200” in the AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA field, and
- “01052011” in the DATE OF FIRST SUBSCRIPTION FIELD

Manager A will report

- “2000” in the AMOUNT SUBSCRIBED TO CASH ISA/JISA field, and
- “01112011” in the DATE OF FIRST SUBSCRIPTION FIELD

8.2.9 Date of closure (ISA only)

The closure date is required where “A” is entered in the TYPE OF ACCOUNT field. Enter the date on which the account is regarded as having been closed. This is usually the date on which the account investments are transferred to the investor. It is not necessary to postpone the closing date to the date on which all outstanding dividends, interest and tax refunds have been paid over to the investor.

A closure date is not required where “B” or “X” is entered in the TYPE OF ACCOUNT field; however managers may enter a date if they wish.

Closed JISAs SHOULD NOT normally be reported (see paragraphs 2.1 and 4.3). If the account is a JISA (“C”, “D” or “Y” is entered in TYPE OF ACCOUNT field); space-fill this field. However, closed JISAs may be reported in certain circumstances.

Managers may report JISAs that have been closed on the death of the child (*Guidance 26.3.1*) or on instruction form HMRC where the child is terminally ill (*Guidance 26.7.1*). In that case the date of closure should be entered in the DATE OF CLOSURE field.

8.2.10 Share scheme share transfers (ISA only)

This is the market value, as at the date of transfer, of any shares transferred into the account in the period covered by the return from an approved SAYE option scheme or a Share Incentive Plan. It is included in the amount subscribed to stocks and shares ISAs.

For example, an investor subscribes £7,000 to a stocks and shares ISA. Of this £7,000, £6,000 is the market value, as at the date of transfer, of shares transferred into the ISA in the period covered by the return from an approved SAYE option scheme and £1000 is a top-up cash subscription.

The entries would be

- “7000” in the AMOUNT SUBSCRIBED TO STOCKS AND SHARES ISA/JISA field
- “0” in the AMOUNT SUBSCRIBED TO CASH ISA/JISA field
- “0” in the AMOUNT USED TO PURCHASE INSURANCE PRODUCTS field
- “7000” in the TOTAL AMOUNT SUBSCRIBED TO ISA/JISA field, and
- “6000” in the SHARE SCHEME SHARE TRANSFERS field.

SECTION 2 SUBMISSION INSTRUCTIONS

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1 INTRODUCTION

The Annual Return of Information should be returned to the Centre for National Information (CNI) at the address specified in Appendix D – Contact Information.

HM Revenue & Customs will issue submission documents. These should be completed in accordance with the following guidance.

2 STRUCTURE OF RETURNS

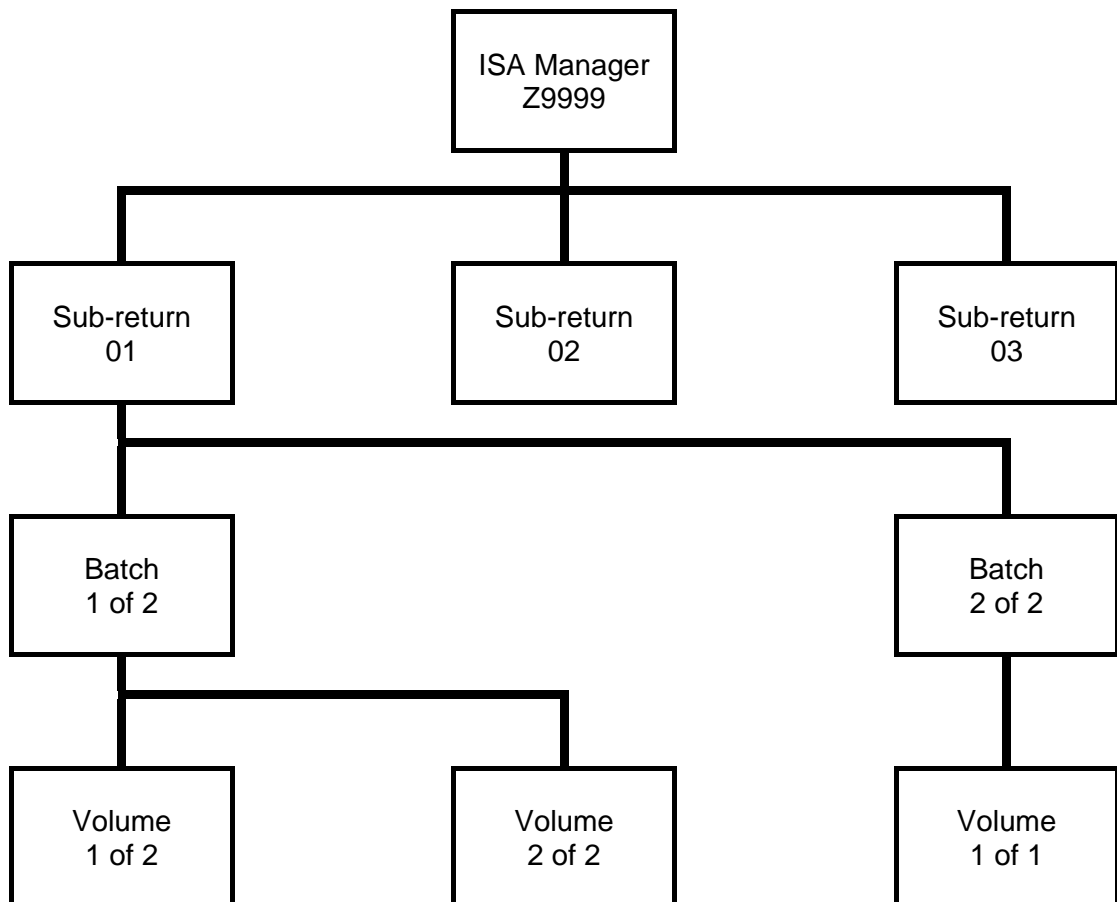
2.1 Returns, sub-returns and batches

Many managers will submit returns that contain just one sub-return consisting of only one batch. However returns may be split into more than one sub-return. And each sub-return may be divided into one or more batches, each of which is numbered sequentially within a sub-return. (For definitions of sub-return and batch see Section 1 (ISA Magnetic Media Specification), paragraphs 3.2 and 3.3.)

2.2 Volumes of media

Each batch is submitted on one or more volumes of media. Separate items of media (tape, disc, box of forms ISACOM100(OCR)) should be labelled as a volume. And each volume should be numbered sequentially within the batch.

2.3 Example of a return



In this example the manager's return is made up of three sub-returns (01, 02 and 03).

Sub-return Z9999/01 consists of 2 batches. The first batch contains 2 volumes of media and the second batch contains 1 volume of media.

3 PAPER SUB-RETURNS

A paper sub-return should be made as a single batch, with the individual boxes or packages of paper being labelled as volumes within the sub-return. For example a paper sub-return comprising 3 boxes for form ISACOM100(OCR) would bear the labels

Box 1: Batch 1 of 1 Volume 1 of 3

Box 2: Batch 1 of 1 Volume 2 of 3

Box 3: Batch 1 of 1 Volume 3 of 3

4 SUBMISSION DATES

The earliest date on which a return may be submitted to CNI is the day following the reporting date (see Section 1 - ISA Magnetic Media Specification - paragraph 1.1.)

The latest date is 4 June following the end of the tax year in which the reporting date falls.

For example, returns with a reporting date of 5 April 2012 must be submitted by 4 June 2012.

5 SUBMISSION DOCUMENT

Each *package* should be accompanied by a *submission document*.

A package consists of

- a complete sub-return
- failed batch(es) being re-submitted
- additional batch(es) for accounts omitted from the main return
- an erroneous sub-return or erroneous batch(es) being re-submitted.

The submission document provides details of the volumes included in the package.

If the number of submission documents supplied is insufficient please contact CNI for additional supplies (refer to Appendix **D** - Contact Information).

5.1 Completing/amending a submission document

Submission documents are pre-printed with the details known to HM Revenue & Customs.

Where any details are missing, enter the missing details on the submission document and notify CNI (refer to Appendix **D** - Contact Information).

Where any details are incorrect, amend the submission document and notify CNI (refer to Appendix **D** - Contact Information).

To complete/amend a submission document follow the guidance below.

5.1.1 Media report Information

Name: pre-printed by HM Revenue & Customs where known. If the ISA manager's contact name is not pre-printed, enter it on the document. If the pre-printed contact name is incorrect, enter the correct name and notify CNI (refer to Appendix **D** - Contact Information).

Address: pre-printed by HM Revenue & Customs. If the pre-printed address is incorrect enter the correct name and notify CNI (refer to Appendix **D** - Contact Information).

Telephone number: pre-printed by HM Revenue & Customs where known. If the ISA manager's telephone number is not pre-printed, enter it on the document. If the pre-printed telephone number is incorrect enter the correct telephone number and notify CNI (refer to Appendix **D** - Contact Information).

5.1.2 Sub-Report Information

ISA manager name: pre-printed by HM Revenue & Customs.

ISA manager sub-report reference: pre-printed where known. If the sub-return suffix is not pre-printed enter it on the document.

ISA manager sub-report description: pre-printed by HM Revenue & Customs where known. If the description is not pre-printed enter "ISA accounts" on the document.

5.1.3 Media Submission Details (To be completed in all cases – see guidance notes)

Number of Media items enclosed: not pre-printed. Enter the total number of items enclosed in the package.

Submission status: not pre-printed. Identify the submission status of the package as one of the following

- Initial First submission of this return for this tax year.
- Test A test submission – which should not contain real data.
- Retry Re-submission of failed sub-return where either the previous submission was failed by HM Revenue & Customs, or where the manager has notified HM Revenue & Customs of errors in the previous submission.

Number of ESD accounts reported: not pre-printed. Leave blank as this does not apply to ISA returns.

Contact name for audit purposes: not pre-printed. Enter the name and telephone number of the person responsible for ISA audits.

SAMPLE SUBMISSION DOCUMENT

Return Type:.....

Tax year:.....

This document and accompanying data should be sent to:

HM Revenue & Customs, Centre for National Information, Financial Institution Returns Management, Ground Floor, Government Buildings, Ty Glas Road, Llanishen, Cardiff, CF14 5ZG

Media Report Information

| | | | |
|-----------------------|--|--------|--|
| Name: | Anyland ISA Managers plc | Tel : | |
| Address and Postcode: | Anyland House High Street Anytown AN1 1AA | Extn : | |

If there are any changes to the above details, please notify:**HMRC, CNI: cni.firm@hmrc.gsi.gov.uk****Sub Report Information**

| | | |
|--|---|--------------------------|
| FI / Paying Agent Name | : | ANYLAND ISA MANAGERS PLC |
| FI / Paying Agent Sub-Report Reference | : | Z9999 / 01 |
| FI / Paying Agent Sub Report Description | : | ISA accounts |

Media Submission Details (To be completed in all cases – see guidance notes)

| | | | |
|---|--------------------------|---------------------------|----------------------|
| Number of Media items enclosed: | <input type="checkbox"/> | Submission status: | <input type="text"/> |
| | | (Initial / Test / Retry) | |
| Number of ESD accounts reported (S17, S18 and ESD returns only) | <input type="checkbox"/> | | |
| Contact name for audit purposes: | <input type="text"/> | | |
| Batch No | Volume No | Your Ref No | |
| Of | of | | |
| Of | of | | |
| Of | of | | |
| Of | of | | |
| Of | of | | |
| Of | of | | |
| Of | of | | |
| Of | of | | |

(if necessary continue overleaf)

Please keep a copy of the return submitted in case your return needs to be amended or we need to ask you about the data you have submitted as, for security reasons, media will not be returned.

This document and accompanying data should be sent to:

HM Revenue & Customs, Centre for National Information, Financial Institution Returns Management, Ty Glas Road, Llanishen, Cardiff, CF14 5ZG

APPENDIX A DATA PROTECTION AND SECURITY OF RETURNS

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1 YOUR RESPONSIBILITIES UNDER THE DATA PROTECTION ACT 1998 (DPA)

HMRC have an ongoing review into the security of our data transfers out. We currently secure outgoing data to businesses in ways described below and, in the light of the Information Commissioner's recent advice, we encourage everyone to be this careful when transferring information to us. We do not set any particular security standards for data coming to us from businesses but are happy to work with anyone who needs to send us data to help secure it. Under the DPA, you are responsible for the security of personal data until we have received it.

2 WHAT ENCRYPTION DO HMRC USE?

We encrypt data to 256-bit standard with a 20 character complex password onto computer media (normally CD/DVD). A secure courier transports the media in secure and tamper evident packaging. A named individual signs for it when received. We send the password separately.

3 WHAT IS THE LATEST PUBLISHED SECURITY ADVICE FOR MY RETURN?

We update our guidance on a periodic basis and the security advice for this return is also applicable to a number of other schemes.

The most recent advice can be viewed in our latest Security Bulletin at <http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#5>

APPENDIX B ACCEPTABLE MEDIA

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1 INTRODUCTION

Returns must be submitted on

- CD
- DVD
- USB Stick

Returns submitted on other media will not be accepted.

The data layout must conform to the ISA return format defined in Section 1 - ISA Magnetic Media Specification.

3 CDS AND DVDS

3.1 General

The discs must be compact discs encoded in EBCDIC or ASCII.

3.2 Content

The disc should contain one (and only one) text file in the format defined in Section 1 – ISA Magnetic Media Specification

3.3 Naming

Files should be named with the main name denoting the sub-return reference number (excluding the slash ("/"), followed by a three-digit extension denoting the sequence number of the disc in the sub-return.

For example, manager Z9999, whose sub-return 02 is to be provided on three CDs, would number them Z999902.001, Z999902.002 and Z999902.003.

CD Z999902.001 should contain a single TYPE 1 record followed by a number of TYPE 2 records.

CD Z999902.002 should contain a number of TYPE 2 records.

CD Z999902.003 should contain a number of TYPE 2 records followed by a single TYPE 3 record

APPENDIX C ALLOWABLE CHARACTER SET

1 ALLOWABLE CHARACTER SET

36

1 ALLOWABLE CHARACTER SET

Headers and data must be encoded in ASCII or EBCDIC character sets. (And the same character set must be used for both headers and data.)

Only the following characters are allowable

| | |
|------------------------|--------|
| Upper case alphabet | A to Z |
| Lower case alphabet | a to z |
| Numbers | 0 to 9 |
| Space | |
| Oblique | / |
| Hyphen | - |
| Ampersand | & |
| Full stop | . |
| Apostrophe | ' |
| Comma | , |
| Left Hand Parenthesis | (|
| Right Hand Parenthesis |) |

The following characters must not be used

| | |
|--------------|---|
| Asterisk | * |
| Semi-colon | ; |
| Vertical Bar | |

APPENDIX D CONTACT INFORMATION

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1 CENTRE FOR NATIONAL INFORMATION (CNI)**1.1 Postal Address**

HM Revenue & Customs
Centre for National Information (CNI)
Financial Institute Returns Management
Ground Floor
Ty Glas Road
Llanishen
Cardiff
CF14 5ZG

1.2 E-mail Address

cni.firm@hmrc.gsi.gov.uk

1.3 Telephone Numbers

029 2032 6379 or 029 2032 7285

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1 INTRODUCTION

The purpose of this appendix is to advise managers of common problems associated with the submission of annual returns of information on magnetic media and to advise them how they may be overcome.

2 BATCH NUMBERS

2.1 Non-unique batch numbers

Batches within a sub-return must be numbered sequentially.

2.1.1 *Sub-return produced at two or more locations*

Non-unique batch numbers can occur where labelling and shipping are not co-ordinated centrally. (For example, the separate locations each submit part of the sub-return and the batch numbers assigned to each overlap.)

The problem can be overcome by

- co-ordinating the labelling and shipping at one central point, or
- splitting the sub-return into two or more sub-returns, one from each location (see Section 1 - ISA Magnetic Media Specification - paragraph 3.2)

2.1.2 *Additional batch submitted after sub-return*

Non-unique batch numbers can also occur where the manager realises that some accounts have been omitted from a sub-return, submits an additional batch containing the accounts omitted in error, and numbers the batch as "1" rather than assigning it the next batch sequence number.

For example, manager Z9999 submits sub-return 02, consisting of two batches made up as follows

| | |
|--------------|---------------|
| Sub-return | Z9999/02 |
| Batch 1 of 2 | Volume 1 of 3 |
| Batch 1 of 2 | Volume 2 of 3 |
| Batch 1 of 2 | Volume 3 of 3 |
| Batch 2 of 2 | Volume 1 of 1 |

The additional batch (which in this example consists of two volumes) should be numbered as follows

| | |
|--------------|---------------|
| Sub-return | Z9999/02 |
| Batch 3 of 3 | Volume 1 of 2 |
| Batch 3 of 3 | Volume 2 of 2 |

2.2 Batch numbers do not start at "1"

This could occur where batches are numbered sequentially within the return of information rather than sequentially within each sub-return.

For example, a return consists of three sub-returns; each made up of one batch.

The batches should be numbered as follows.

Sub-return Z9999/01
Batch 1 of 1 Volume 1 of 1

Sub-return Z9999/02
Batch 1 of 1 Volume 1 of 1

Sub-return Z9999/03
Batch 1 of 1 Volume 1 of 1

3 LABELS AND SUBMISSION DOCUMENTS

3.1 Failure to use labels and submission documents

Use the submission documents supplied by HM Revenue & Customs and ensure that these are completed correctly. Do not use 'custom' submission documents.

If any of the information pre-printed on the submission document is incorrect enter it in the section entitled, "*If there are any changes to the above details, please enter them below*", see Section 2 – Submission Instructions – paragraph 6.1.6.

3.2 Incorrect labelling

Labels should be completed correctly. For example, a sub-return consisting of one batch containing four volumes should be labelled as follows.

Batch 1 of 1 Volume 1 of 4
Batch 1 of 1 Volume 2 of 4
Batch 1 of 1 Volume 3 of 4
Batch 1 of 1 Volume 4 of 4

On the other hand, a sub-return consisting of two batches, each containing two volumes should be labelled as follows

Batch 1 of 2 Volume 1 of 2
Batch 1 of 2 Volume 2 of 2
Batch 2 of 2 Volume 1 of 2
Batch 2 of 2 Volume 2 of 2

3.3 Re-submission mis-labelled

Where a batch has to be resubmitted the original sub-return number and batch number should be used.

For example, manager Z9999 submits sub-return 02, consisting of two batches made up as follows

Sub-return Z9999/02
Batch 1 of 2 Volume 1 of 3
Batch 1 of 2 Volume 2 of 3
Batch 1 of 2 Volume 3 of 3
Batch 2 of 2 Volume 1 of 1

Batch 1 has to be re-submitted. It should be numbered as follows.

Sub-return Z9999/02
Batch 1 of 2 Volume 1 of 3
Batch 1 of 2 Volume 2 of 3
Batch 1 of 2 Volume 3 of 3

3.4 Misuse of labels and submission documents

ISA submission documents should be used only for the purpose of making an ISA annual return of information.

4 VOLUMES OF MEDIA

4.1 Each volume within a batch starts with a TYPE 1 record

Each batch starts with a single TYPE 1 record, which is followed by the first of the TYPE 2 records in the batch – see Section 1 – ISA Magnetic Media Specification – paragraph 4.2.

Where a batch is made up of more than one volume

- the first volume should contain a TYPE 1 Record, followed by a number of TYPE 2 records
- the last volume should contain a number of TYPE 2 records followed by a TYPE 3 record, and
- the intervening volumes should simply contain TYPE 2 records.

4.2 Each volume within a batch ends with a TYPE 3 record

Each batch ends with a single TYPE 3 record, which follows the last of the TYPE 2 records in the batch – see Section 1 – ISA Magnetic Media Specification – paragraph 4.4.

Where a batch is made up of more than one volume

- the first volume should contain a TYPE 1 Record, followed by a number of TYPE 2 records
- the last volume should contain a number of TYPE 2 records followed by a TYPE 3 record, and
- the intervening volumes should simply contain TYPE 2 records.

4.3 Data entered after the TYPE 3 record

Any data entered after the TYPE 3 record will be queried. **And the return may be rejected.**

4.4 Volumes created with different parameters

Each volume with a sub-return must be created with the same parameters must be the same character set.

Any volumes with a sub-return that are created with different parameters will be rejected. A failure notice detailing the problem and requesting re-submission of the rejected return will be sent to the manager.

5 DATA CONTENT**5.1 RECORD TYPE field not completed**

The RECORD TYPE field at the start of each record must be completed. If it isn't, the return will be rejected. A failure notice detailing the problem and requesting re-submission of the rejected return will be sent to the manager.

5.2 ISA MANAGER REF field not completed correctly

The ISA MANAGER REF field (a TYPE 1 record) must be completed correctly (see Section 1 – ISA Magnetic Media Specification – paragraph 8.1.1). If it isn't, the return will be rejected. A failure notice detailing the problem and requesting re-submission of the rejected return will be sent to the manager.

5.3 TAX YEAR field not completed correctly

The TAX YEAR field (a TYPE 1 record) must be completed correctly (see Section 1 – ISA Magnetic Media Specification – paragraph 8.1.2). If it isn't, the return will be rejected. A failure notice detailing the problem and requesting re-submission of the rejected return will be sent to the manager.

5.4 Lengths of TYPE 2 fields not consistent with field lengths reported in TYPE 1 records

The TYPE 1 fields (INVESTOR TITLE LENGTH, INVESTOR FORENAME(S) LENGTH, INVESTOR NAME LENGTH and INVESTOR ADDRESS LINE LENGTH) report the length of the TYPE 2 fields (INVESTOR TITLE, INVESTOR FORENAME(S), INVESTOR NAME and the length of each line in INVESTOR ADDRESS field). Managers should ensure that the lengths of these TYPE 2 fields agree with the lengths as reported in the TYPE 1 fields.

5.5 INVESTOR COUNT field not completed correctly

The INVESTOR COUNT field (a TYPE 3 record) is sometimes reported not as a count of all TYPE 2 records reported in the batch, but as a count of all the records reported in the batch. If the field is not completed correctly the return will be rejected. A failure notice detailing the problem and requesting re-submission of the rejected return will be sent to the manager.

6 OTHER**6.1 Disc contains spurious data**

Discs should be 'wiped' before being written to so that the only data they contain is that being submitted as part of the annual return of information.

6.4 Problems purging bad characters from data

Where managers are requested to remove invalid characters from a data field they not wipe the data content of that field; instead they should replace the invalid characters with <space>.