



Your Reference

Please use this reference if you write or phone. It will help to avoid delay.

Issued by

Phone

If these details are incorrect, please amend them here.

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## Claim for repayment of subcontractor deductions in the year to 5 April 2012

Use this form to claim repayment of deductions made during the tax year to 5 April 2012.

- Use your tax return instead of this form if you are making your claim **after** 5 April 2012, the end of the tax year.
- If you are in a partnership, rather than in business on your own, ask us for claim form CIS41(2011).

### To make your claim

- Complete each part of this form in turn, unless you are directed otherwise.
- Keep a record of the details from the payment and deduction statements for the tax year, ready to complete your tax return after 5 April 2012.
- Send the **original** payment and deduction statements to us at the above address, together with this fully completed form. *We will work out any repayment you are due.*

### Can I claim repayment now?

You **must** complete this part first to determine if you should claim repayment now.

My business accounts which end in the year to 5 April 2012 have been prepared and the business profits are now known or the business has ceased and final accounts have been prepared. *Put 'X' in one box*

No  Yes

I hold the **original** payment and deduction statements for the tax year, fully completed by the contractor, showing the deductions made. *Put 'X' in one box*

No  Yes

I have paid all tax and Class 4 National Insurance contributions (NICs) due. *Put 'X' in one box*

No  Yes

My tax affairs are up to date. (This includes sending in tax returns and Employer and Contractor payments.)

*Put 'X' in one box*

No  Yes

If you have put an 'X' in all the 'Yes' boxes in this part, go to 'Personal details on page 2'. **If you are unable to answer 'Yes' to one or more of the statements you should not use this form to make a claim now.**

Please contact any HM Revenue & Customs office if you need help.



## Sending the repayment elsewhere

A nomination here relates to this claim only.

Would you prefer a repayment to go to your bank or building society or to a nominee?

Select **either (i) or (ii) below**, then sign and date this part of the form.

### (i) Send the repayment direct to the bank or building society account, as detailed below.

Name of bank or building society

Branch sort code

   -    -   

Bank or building society account number

Building society reference (if applicable)

Name of the account holder

If you complete this part of the form, you **must** sign here.  
**A copy of your signature will not do.**

I authorise you to send any repayment due.

Signature

Date DD MM YYYY

      

### (ii) Send the repayment by cheque to my nominee, shown below.

Full name and address of the nominee (use capital letters)

Name

Address

Postcode

Agent's reference (if your agent is the nominee)

If you complete this part of the form, you **must** sign here.  
**A copy of your signature will not do.**

I authorise you to send any repayment due.

Signature

Date DD MM YYYY

      

## Declaration

Complete for all claims. False statements can result in prosecution.

I enclose all the original payment and deduction statements.

I have kept copies of the payment and deduction statements.

The information I have given here is correct and complete to the best of my knowledge and belief.

Signature

Date DD MM YYYY