

HM Revenue & Customs Construction Industry Scheme Contractor Registration for Electronic Data Interchange (EDI)

Use this form if you wish to send the Contractors Monthly Return (CIS300) and Verification Request (CISREQ), and receive the subsequent Verification Reply (CISREP) using Electronic Data Interchange

Please indicate if this is a new registration or a notification of change:

New	<input type="checkbox"/>	Complete all details in sections 1 - 7
Change	<input type="checkbox"/>	Please use this form to notify HMRC of any of the following: <ul style="list-style-type: none"> • Add references (complete sections 1, 2 and 7) • Remove references (complete sections 1, 2 and 7) • Additional messages you wish to test (complete sections 1, 2, 5 and 7) • Changes to Communication Method (complete sections 1, 2, 5, 6 and 7) • Changes to Payroll Software (complete sections 1 - 5 and 7)

If there are several references involved, a separate list is acceptable. List attached

1	Contractors Name HMRC Office Name Employers PAYE reference Self Assessment (SA), or Corporation Tax (CT) reference Unique Taxpayer ref (UTR) Accounts Office reference			
2	Contact Details Name Telephone Number Email Address	Business:	EDI:	
3	Name of Software Supplier, or 'In-house'			
4	Name of Package <i>(if applicable)</i>			
5	Type of Form	X	Expected Testing Date (DD/MM/YY)	Format of Data (EDIFACT or GFF)
	CIS300*	<input type="checkbox"/>		
	CISREQ*	<input type="checkbox"/>		
	CISREP	<input type="checkbox"/>		

Please supply an email address/addresses for the receipt of Acknowledgement reports, Error reports and Response messages:

6	Communication Method	VAN <input type="checkbox"/> (please complete 6a) OFTP <input type="checkbox"/> (please complete 6b) X.400 <input type="checkbox"/> (please complete 6c) AS2 <input type="checkbox"/> (please complete 6d)
6a	VAN Details	Easylink (AT&T) <input type="checkbox"/> BT EDI*NET <input type="checkbox"/> GEIS INS TRADANET <input type="checkbox"/> GXS (IBM IE) <input type="checkbox"/> DINET <input type="checkbox"/> VAN Mailbox ID SSID SFID Sender ID The generic Virtual Filename 'HMRC-EDI-DATA' will be allocated to any files we transmit. If this is not acceptable please specify: Virtual Filename(s)
6b	OFTP Address Information	Odette SSID Odette Password Odette SFID NUA Sender ID The generic Virtual Filename 'HMRC-EDI-DATA' will be allocated to any files we transmit. If this is not acceptable please specify: Virtual Filename(s)
6c	X.400 Address Information	
6d	AS2 Information (details of the person who can be contacted to co-ordinate the AS2 connection)	AS2 Contact Name AS2 Contact Telephone AS2 Contact Email Tick here if your communications software is AS2 enabled <input type="checkbox"/> AS2 Sender ID URL including port no.
7	Form Completed by	Name: Date:
Please return completed form to: EDI Online Customer Service Team Crown House Victoria Street Shipley West Yorkshire BD17 7TW Telephone: 0845 60 55 999 Fax: 01274 534792 email: helpdesk@ir-efile.gov.uk www.hmrc.gov.uk		