



Number 2

10 April 2008

S17/S18 Returns Bulletin

The S17/S18 Bulletins keep Financial Institutions & Local Authorities informed of any new developments relating to the S17/S18 reporting requirements. Please ensure the appropriate people in your organisation read it.

We suggest that you keep Bulletins at the front of your copy of the S17 or S18 Magnetic Media Specifications

What this Bulletin contains

- **1 S17/S18/ESD Spreadsheets**
- **2 Submission documents**
- **3 ESD reporting**

Enquiries on this bulletin should be addressed to

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CAR Audit Returns Unit
St Johns House
Merton Road
Bootle
Liverpool
L75 1BB

Telephone 0151 472 6129 or 0151 472 6136

1 The S17/S18 spreadsheets

The spreadsheet format is to provide another reporting option to Financial Institutions that would normally submit all or part of their return using paper forms.

The new spreadsheet templates and completion notes are now available on the HMRC website and can be used for submission of the 2007/08 returns. The spreadsheets and guidance can be accessed using the link below.

www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#spreadsheet

Only 1 spreadsheet return will be allowed per sub return. For sub returns that contain data that will not fit onto one spreadsheet you must report using the standard magnetic media file specifications as published on the HMRC website.

ONLY SPREADSHEETS DOWNLOADED FROM THE HMRC WEBSITE WILL BE ACCEPTED.

2 Submission documents

If you submit your return using the spreadsheet format you will need to complete and clearly annotate the submission document '**SPREADSHEET RETURN**' (ideally large letters across the top of the document). The submission documents were issued with the return notices but copies can be obtained from the HMRC website at: www.hmrc.gov.uk/s17-s18guidance/return-submission.pdf

In addition to completing the submission document, please annotate the media with your return reference number and 'spreadsheet' using an appropriate permanent marker pen. Eg A9999 – SPREADSHEET.

3 ESD reporting

It would be helpful if you could annotate the submission document 'EUSD' if the spreadsheet contains any items reported under the European Savings Directive.