

SUBMISSION DOCUMENT

Return Type:..... Tax Year:.....

Media Report Information

Name:.....	
Address & postcode:.....	
.....	
.....	
.....	
.....	Tel:.....
.....	Ext:.....

If there are any changes to the above details, please notify:

Financial Institution Returns Management at: cni.firm@hmrc.gsi.gov.uk

Sub Report Information

FI / Paying Agent Name	:
FI / Paying Agent Sub-Return Reference	:
FI / Paying Agent Sub Return Description	:

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

Number of Media items enclosed:	<input type="text"/>	Submission Status (Initial / Test / Retry):	<input type="text"/>
Number of ESD accounts reported: <i>(S17, S18 and ESD returns only)</i>	<input type="text"/>	HMRC Spreadsheet Format Used (Y/N):	<input type="text"/>
		<i>(S17, S18, ESD and ISA returns only)</i>	
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		
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 **MUST BE PRINTED** and sent with the accompanying data to:

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