

Notes for completion of form OCR S18 (LA)

1. Introduction

1.1 WARNINGS

WE CANNOT ACCEPT substitutes, downloads or photocopies of this form as it has been designed to be read by our computer. To order the forms please ring the HMRC orderline on 0845 900 0404. The forms are free.

You can avoid having your return rejected, and needing to do all the work again, by closely following these notes.

1.2 What the form may be used for

The OCR S18 (LA) form covers two types of return. It can be used to:

- report the information required by section 18 Taxes Management Act 1970 ("s18"); or
- make a report under the Reporting of Savings Income Information Regulations 2003 (SI 03/3297) (here after called "SIR").

Only one report will be made on any one form. It will not use all the boxes on the form because some will be used by the other type of return.

1.3 These Notes

The other parts...	... tell you about ...
Section 2	how to use the form to report payments for s18 TMA "s18".
Section 3	how to use the form to report payments under SI 03/3297 "SIR".
Section 4	the allowable character sets and contact information.

1.4 Who may use these forms

You should only use the OCR S18 (LA) form if your institution reference number begins with an L. You may use it as an alternative to reporting on magnetic media. Magnetic media specifications

1.5 How to complete the forms

You may complete the form by hand or using typewriter/computer fonts. You must not combine the two methods on one form. Please use **BLACK** ink to fill in the boxes using **CAPITAL LETTERS**.

We have divided the parts of the form that we want you to complete into a number of single character boxes. If you are using typewriter/computer fonts you can ignore the single character boxes horizontally provided the number of characters you enter does not exceed the number of single character boxes on that line. The type **must not extend** beyond the top and bottom lines of each box.

1.6 Where to send your completed forms

Please send in your return as soon as possible after 5 April each year but in any event not later than 30 June or the date specified in the notice we send you. If you are reporting partly on paper and partly on magnetic media, each sub-report must be either entirely on paper or entirely on magnetic media.

You should send all of the completed forms for each tax year to the Centre for Research & Intelligence at the address below. **DO NOT SEND YOUR RETURN TO ANY OTHER PART OF HMRC.**

Centre for Research & Intelligence

Centre for Research & Intelligence
HM Revenue and Customs
Financial Institution Return Management
Ground Floor
Ty Glas Road
Llanishen
CARDIFF
CF14 5ZG

Telephone Number: **0292 032 7373**

1.7 Further guidance on HMRC website

All the guidance notes, code lists and other forms referred to in this note are available on our website at:

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

2. Reporting information under S18 TMA 1970

2.1 Introduction

This note just tells you how to complete the paper forms. For details of what interest is reportable under s18 TMA look in the Section 18 Guidance Note at www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm.

2.2 How many forms will I need?

Complete **one form only** where the account:

- is for an individual who is both the account-holder **and** is entitled to the interest arising on the account, that is a “sole” account;
- is held on behalf of an individual (or individuals) for example a “re” account, and you don’t hold a completed R85;
- is a **joint account** where:
 - **both** account-holders are entitled to the interest arising to the account;
 - **both** account-holders reside at the **same address**; and,
 - **neither** has completed an R85
 or
- is a **joint account** where only one individual party to the account has a reportable address;
- is for a **non-individual**, for example:
 - a company business account
 - a partnership business account (unless it is a partnership of individuals)
 - at least one of whom has completed a form R85, or
 - where a form R105 has been completed after 5/4/01
 - a professional partnership, for example a law or accountancy firm
 - a club account
 - an account held for an association, or
 - a charity or other body

Complete two forms:

In all other cases complete a form for the first two named reportable individuals. Where an account is held on behalf of an individual (or individuals) for example a “re” account and at least 1 R85 is held please complete 1 form for each of the first two beneficial owners who have completed an R85.

2.3 How to complete the form

Box on the Form	What to put in it
Institution reference <i>(mandatory)</i>	This is the reference we have allocated to you and will be in the format L9999/99. The first five characters identify the Institution making the return and the final two characters identify the number of the sub-return. We use the sub-return numbers to identify each return made where account information is held in different formats, on

Box on the Form	What to put in it
	<p>different systems or in different media.</p> <p>If you are making your return wholly on paper forms then the final two characters will be 01. If, however, you are making the return in a combination of magnetic media and paper forms the final two characters will be 02 or higher.</p> <p>The reference number to use for each type of return will be shown on your submission document . If you are in any doubt about the reference to use please contact Charity, Assets & Residence at the address shown in Section 3.</p>
Tax Year <i>(mandatory)</i>	Use the format CCYY to give the full four-figure calendar year in which the tax year being reported ends. For example for a return to 5 April 2007 the entry should be 2007.
Sort Code	Leave blank.
Account or security number <i>(mandatory)</i>	This is the unique number you allocate to each account. Start from the left and leave blank any unused boxes on the right.
Account name	<p>Enter the name in which the account is held. For example, a business partnership of individuals this would be the partnership name.</p> <p>Do not split any word between the 2 lines. If the account name is longer than the two lines of 20 characters ignore the extra characters.</p> <p>Start from the left and leave blank any unused boxes on the right.</p>
Reportable Participant's name 1	<p><i>Only</i> use this section when the account is held by, or on behalf of, a reportable individual (or individuals).</p> <p>Use the format TITLE followed by INITIALS and then SURNAME with a space separating each e.g. MR FW SPENCER. You can use standard abbreviations for the title such as DR for Doctor. Only 20 characters including spaces are permitted for each name. Start from the left and leave blank any unused boxes on the right.</p> <p>Where the account is held on behalf of an individual(s), for example a 're' account, and form(s) R85 are held, a separate form must be completed for the individual (or each of the first 2 individuals) for whom an R85 is held. You must show the name of that individual in the <i>reportable participants name 1</i> box. So for the account 'MR JONES RE: A AND B JONES', where both A and B have an R85 in place, two forms will be needed – one showing 'A JONES' and the other 'B JONES'. If the account was 'MR JONES RE: A, B AND C JONES', and only A and C have R85s in place, only A and C would be reportable one on each form. (If A, B and C all have R85s in place, only the first 2 would be reportable.)</p>
Reportable Participant's name 2	<p>You only need to make an entry in this box if para 2.2 says you need only complete one form but there are two person to report.</p> <p>In such cases, enter the details of the second named account holder in this box. For example, if the account is a joint account for Mr and Mrs Jacobs who live at the same address and neither has given a form R85, the entry in this box would be 'MRS JACOBS'. (MR JACOBS goes in the Reportable Participants name 1 box)</p> <p>Use the same format rules as for Reportable Participants name 1 above.</p>
Number of participants	Enter the actual number of participants to the account (whether or not

Box on the Form	What to put in it
<i>(mandatory)</i>	<p>reportable). For example,</p> <ul style="list-style-type: none"> • for an account with three participants enter 0003. • for an account held by a non-individual such as a company, club, association, charity or other body enter 0000. • for an account held by a partnership of individuals, where more than one form is being returned enter the number of partners – not the number of forms, e.g. enter 0127. • for other partnership accounts, where a single form is being returned enter 0000.
Address	<p>Enter the permanent residential address of the reportable participant whose name is shown in the Reportable Participant's name 1 box for this form</p> <p>Leave a space between each word. You can use abbreviations such as RD for ROAD. The final entry for the address must be the country if it is not the UK. Start from the left and leave blank any unused spaces to the right. Do not split any word over two lines.</p>
Post Code	<p>For UK addresses, the post code forms part of the address and should be entered here unless, exceptionally, you do not hold this information. Start from the left and leave blank any unused boxes to the right.</p>
NI (National Insurance) number	<p>Enter the National Insurance number, if you know it. It should be shown in the format AB123456C. The final character should be either A, B, C or D but can be left blank. If you do not know the number or the account is not for an individual, leave the box blank.</p> <p>Where only one form is required for a joint account enter the number of the person named in the Reportable Participants Name 1 box.</p>
Date of birth	<p>Enter the date of birth, if known, in the format DDMMCCYY. For example, show the date of birth for a person born on 3rd June 1964 as 03061964. If you only know the year of birth it should be shown as 00001964.</p> <p>If the date of birth is not known, or the account is for a non-individual, leave the box blank.</p> <p>Where only one form is required for a joint account the date of birth entered should be that of the person named in the Reportable Participants name 1 box.</p>
Gross interest	<p>Enter the full amount of interest paid on, or credited to, the account with pence (for Sterling) entered in the separated decimal boxes.</p> <p>If you have paid interest in a foreign currency, you have the option of</p> <ul style="list-style-type: none"> • converting the amount paid to Sterling; or, • reporting in the foreign currency. <p>If you choose to report in foreign currency, the amount entered should represent the denomination indicated on the ISO Standard code, so for example you should enter Dollars and cents with the cents entered in the separated decimal boxes.</p> <p>If you are reporting in a currency that does not recognise a decimal place please ignore the decimal point and use all the character boxes, including the separated decimal boxes; with leading blank spaces.</p> <p>Do not enter the currency symbol. Leave blank unused boxes to the left of the amount.</p>

Box on the Form	What to put in it
Tax deducted	Enter the full amount of UK tax deducted from the interest paid on, or credited to, the account. You should complete this entry on the same basis, and using the same currency, as the entry for Gross interest.
Currency code	Where you paid interest in a foreign currency, enter the appropriate ISO Standard currency code , whether or not you have converted the payment to Sterling for the form. For example, enter USD where the interest was paid in US Dollars. If the interest was paid in Sterling, leave this box blank.
Conversion to Sterling	Where you have paid interest in a foreign currency, but have converted it to Sterling for reporting purposes, enter Y. If you have reported the original currency of the interest (including Sterling), enter N.
Post 5/4/01 R105	Where form R105 has been provided after 5/4/01, the entry in the box should be Y. Otherwise leave the box blank.
R85 signal	Where you have paid interest gross because you have an R85 which was still valid on 5 April of the reported tax year or, for closed accounts, when the account was closed, enter: ‘F’ – all participants are R85 gross registered for this account; ‘P’ – some participants are R85 gross registered and some are not R85 gross registered (at least one of each) ‘N’ – no participants are R85 gross registered.
New account indicator	If this is the first year that interest has been paid or credited to the account enter Y. Otherwise enter N.

3. Report under SI 03/3297 (SIR)

3.1 Introduction

For further information and guidance about SI 03/3297 reporting please see the guidance notes available on the HM Revenue & Customs website at www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf

3.2 How many payments can go on a form?

If you make more than one payment to a single account or security, on each form you can **either** report:

- one individual transaction; **or**,
- an aggregate figure relating to all transactions.

For example, if a security pays interest 4 times a year, you could report this as 4 transactions on 4 forms or they could be aggregated, onto a single form.

3.3 How many forms are needed?

If the payment is made to an **individual**, you should use a separate form for each individual even when a number of individuals receive the income from the same account or security. For example, for a joint account, a separate form will be required for each individual who is reportable.

If the payment is made to a **residual entity** a single form should be completed for each account or security.

3.4 Form entries

In the table the references to para numbers are to the SIR guidance note see link in para 3.1

Form Box	What to put in it
Institution reference (<i>mandatory</i>) FORMAT L9999/99	This is the reference we have allocated to you. The first five characters identify you and the final 2 characters identify the number of the sub-return. We use the sub-return to identify each return made where account information is held in different formats, on different systems or in different media. If you are making your return wholly on paper then the final two characters will be 01. If, however, you are making the return in any combination of magnetic media and paper the final two characters will be 02 or higher. The reference number to use for each type of report expected from you will be shown on your submission document but if you are in doubt about the reference to use please contact us at the address in Section 3 below.
SI 03/3297 report	Enter Y.
Tax Year (<i>mandatory</i>)	Using the format CCYY, enter the four digit calendar year in which the tax year you are reporting ends. For example, for a return to 5 April 2007 you should enter 2007.
Income Code (<i>mandatory</i>)	This distinguishes the category of income you are reporting. The entry should be one of the eight two letters combinations of A, B, C or D with X or Y , e.g. AX, CY etc. For the first letter you should use:

Form Box	What to put in it
	<p>A for savings income that is interest (see paras 84-88 and 234)</p> <p>B for savings income that is either:</p> <ul style="list-style-type: none"> • interest accrued or capitalised on the sale, refund or redemption of a money debt; or, • income realised on sale, refund or redemption of shares or units (see paras 117-120 and 235-238) <p>C for savings income which derives from interest and is distributed by a collective investment fund (see the Savings Income Reporting Guidance Notes paragraphs 121-125 and 240-248), and</p> <p>D for savings income received by a receiving agent (see the Savings Income Reporting Guidance Notes paragraphs 232-233).</p> <p>Then for the second letter use:</p> <p>X if you are a paying agent (see paras 15-32), and</p> <p>Y if you are a receiving agent (see paras 33-38).</p> <p>For example, if you are a paying agent making an interest payment you should enter 'AX'. Receiving agents should always enter 'DY'. Start at the left and leave blank the two unused boxes on the right.</p>
<p>Account or Security number (mandatory)</p>	<p>You should write here the account number or identification of the account or instrument for which the interest was paid or received. This should be the number by which you and your customer recognise the account.</p> <p>For accounts Enter the number of the account.</p> <p>For instruments Enter first an identifying letter to indicate which identification system is being used, i.e. I for ISIN, S for SEDOL or C for CUSIP, followed by the unique identification number for the instrument. For example; a security with an ISIN reference would be recorded as IAA999999999.</p> <p>No reference number Where there is no unique reference number, you must report the 'universal dummy' – QQ999999999. This may only be used where there is no other number available.</p> <p>Start completing boxes from the left and leave blank any unused boxes on the right.</p>
<p>Account name (mandatory)</p>	<p>Enter the name of the relevant payee or residual entity. Where more than one individual shares entitlement to the payment or the receipt, complete a separate form for each relevant payee. Use the format TITLE followed by INITIALS and then SURNAME with a space between each, such as MR FW SPENCER. You may use standard abbreviations for titles, such as DR for Doctor. Do not use more than one line (max 20 characters including spaces). Start from the left and leave blank any unused spaces on the right.</p>
<p>Address (mandatory)</p>	<p>Show the address of the relevant payee or residual entity named on the form (see the Savings Income Reporting Guidance Notes at paragraphs 154-166). You can report the address as at either 5 April or the date on which the interest is paid as long as you are consistent across your sub-return. Leave a space between each word. You may use standard abbreviations such as RD for ROAD. The final line of the address must</p>

Form Box	What to put in it
	be the country if it is not the UK. Do not split any word between 2 lines. Do not use more than 20 characters including spaces on any line. Start from the left and leave blank any unused spaces on the right of each line.
Post Code	Enter the post code if you know it. Start from the left and leave blank any unused boxes on the right.
Country Code for country of residence <i>(mandatory)</i>	Enter the ISO country code for the country of residence (a list is at our website, see para 1.7 above).
Date of birth	If a date of birth is required (see para 203) enter details in the format DDMMCCYY. For example for 3 July 1956 enter 03071956.
Tax Identification Number (TIN)	If a TIN is required (see para 203) enter details starting from the left and leave blank any unused boxes on the right.
Place of Birth and Country code for Place of Birth	Enter the town of birth and, in the separate box, the ISO country code for the country of birth (see para 203). The code list is on our website see para 1.7 above.
Gross Interest <i>(mandatory)</i>	<p>Enter the amount of the savings income attributable to the relevant payee named on this form with pence entered in the separated decimal boxes (see paras 234-248). If you do not have details of the precise share you should divide the total interest paid by the number of parties to the transaction and enter that figure. If you have paid interest in a foreign currency, you have the option of converting the amount to Sterling, or reporting in the foreign currency. If you report in the foreign currency, the amount you enter should be the denomination on the ISO Standard code, so, for example, you should enter Dollars and cents with the cents in the separated decimal boxes.</p> <p>If you are reporting in a currency that does not use a decimal place please ignore the decimal point and use all the character boxes, including the separated decimal boxes.</p>
Currency Code	Enter the appropriate currency code from the ISO Standard code list (see para 1.7 above) to show the currency that you have reported. Where you are reporting in Sterling you may leave the boxes blank.

4. Allowable Character Sets and Contact Information

4.1 Allowable characters

Only the following characters should appear on your forms:

The Upper case alphabet	A to Z
Numbers	0 to 9
Oblique	/
Hyphen	-
Ampersand	&
Full Stop	.
Apostrophe	'
Comma	,
Left-hand brackets	(
Right-hand brackets)
Space	

4.2 Characters not to use

It is important that you do not use any of the following characters:

lower case alphabet	a to z
Asterisk	*
Semi-colon	;
Vertical bar	

4.3 Contact Information

Charity Assets & Residence

HM Revenue and Customs
 Charity, Assets & Residence
 Audit Unit (Information Returns)
 St Johns House
 Merton Road
 LIVERPOOL
 L75 1BB

Telephone Number: 0151 472 6129

Fax Number: 0151 472 6124