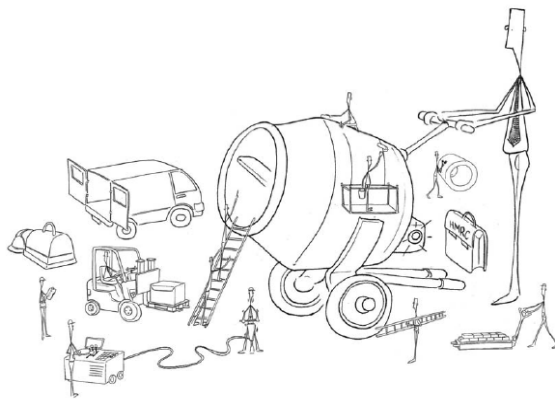


sage

Partner Training

New Release Training Sage 50 CIS



sage

CIS

Sage 50 CIS New Release Training Manual



Course Objectives

The objective of this manual is to give an overview of Sage CIS and the benefits this new program can provide.

Prior Knowledge

It will be assumed that course delegates are comfortable using Windows operating systems and are familiar with the theory of the Construction Industry Scheme.

Where to Get Help

If you need more help, please contact Sage Software Support:

Address Sage (UK) Ltd
 Building 3.3
 Great Park
 Newcastle Upon Tyne
 NE13 9AA

Telephone 0845 111 5555

Fax 0845 245 0297

E-Mail support@sage.com

Please remember to include your account number and specify the product you would like support on in order to enable a prompt response.

Website www.sage.co.uk



Sage 50 CIS – Contents

The CIS Scheme	5
What is the current CIS Scheme?	5
So what's changing?.....	5
What does Sage 50 CIS offer?	5
Installation	7
Setup and registration of the product	8
The Government Gateway.....	9
Setting up Subcontractors	11
Preparation for Subcontractor Verification	12
How does it work?	12
New Subcontractors	12
Existing Subcontractors	13
Tax Treatments.....	13
Running Subcontractor Verification	14
How to Verify	14
What if the Government Gateway goes down?	15
Payment Details.....	15
Pre 2007 Information	16
Entering transactions relating to CIS	17
Control Codes.....	17
Supplier Payments.....	17
Types of Payments	18
The Submission routine	20
What is it?	20
When?	20
What is the process in Sage 50 CIS?	20
To Generate the Monthly Return	20
Error 1046.....	21
CIS Liability.....	21
Appendix 1 - System Requirements	23
Appendix 2- HMRC Communications	24



The CIS Scheme

What is the current CIS Scheme?

Currently there are three key documents – a CIS4 card, a CIS5 or a CIS5 certificate. These are used by contractors and subcontractors to prove registration with HMRC and also to ensure that the correct Industry Scheme is applied to the labour undertaken by a subcontractor.

CIS4 – When registered with this card the Subcontractor will bill the contractor, but the contractor will only pay the subcontractor 82% of the labour on the bill – the remaining 18% will be withheld by the contractor and paid across to HMRC on the subcontractor's behalf. This is done via paper based monthly (CIS 23, 34 and 25) and annual returns (CIS36).

The subcontractor can then offset any payments made in this way to HMRC against the final tax bill at the end of the year. Essentially this card is given to subcontractors whom the HMRC are uncertain would otherwise fulfil their tax obligations – for example because they are a new business with no trading history. Once the integrity of the Subcontractor has been proved HMRC may then allow the subcontractor to move to a CIS5 or CIS6 basis.

CIS5 / CIS6 – When registered with this certificate the contractor will pay the subcontractors labour bill in full, the subcontractor will then deal with the annual tax bill in the usual way.

So what's changing?

The new CIS taxation scheme begins on the 6th April 2007

- Standard rate of deduction increases from 18% to 20% - effective from 6th April 2007 (Applicable to Payments).
- Vouchers, Tax Certificates and registration cards will be replaced with a UTR (Unique Taxpayer Reference Number) verified via Internet Submissions.
- Only monthly returns will be required from contractors via Internet Submissions to HMRC for payments made on or after 6th April. No annual return will be required.
- Contractors are required to issue subcontractors with Payment Statement reports on a monthly basis.

These changes are intended to reduce the administrative burden on businesses, ensure that subcontractors are dealt with under the rules of the correct scheme and that the overall level of compliance with the scheme is raised.

What does Sage 50 CIS offer?

- Automated CIS processing for Standard and VAT Cash Accounting



- Subcontractor recording to manage verifications online, it's essential that you have accurate subcontractor information. Choosing Sage 50 CIS means you can say goodbye to maintaining manual records and spending hours trying to get through to HMRC on the telephone.
- Subcontractor verification management - accurate recording of company names, unique tax references and National Insurance numbers is essential, otherwise the higher tax rate will be charged. Our Internet Submissions module will verify subcontractor information with HMRC to make sure the correct tax rate is applied.
- Contractors Monthly Return & HMRC submission - Sage 50 CIS generates the monthly return of tax deducted to support payment to HMRC. Submitting this report via the Internet Submissions module reduces paperwork and improves accuracy, saving you time and money.
- Automated subcontractor monthly reporting to generate monthly Payment Statement reports directly from the program. You can even email these reports directly to the subcontractors, if appropriate.
- Peace of mind through proven technology and HMRC accreditation. Our Payroll Internet Submissions technology manages the subcontractor verification process and helps you submit your returns electronically. Our technology is proven: in the 2005/2006 tax year, we helped 270,000 employers submit over 5.5 million P14s. So you can rest easy knowing that we're on your side – and that our Internet Submissions module is fully accredited by HMRC.



Installation

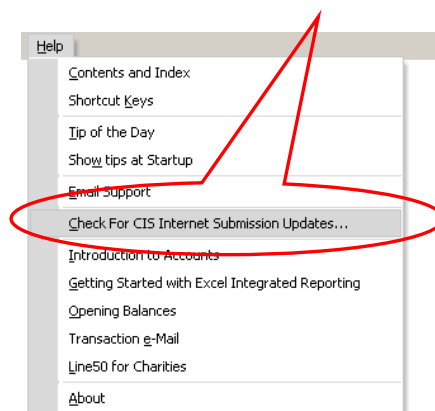
The installation routine itself is virtually identical to that of previous installations of Sage 50 Accounts – the key difference is that the new branding is shown on many of the screens while the product is installing.



It is important to be aware that this is actually a new installation of Sage 50 itself including the Sage 50 CIS module – the installation DOES NOT reference Sage 50 CIS, although this is the reason you may be undertaking the installation. As such the default directory for the installation remains unchanged as C:\Program Files\Sage\Accounts.

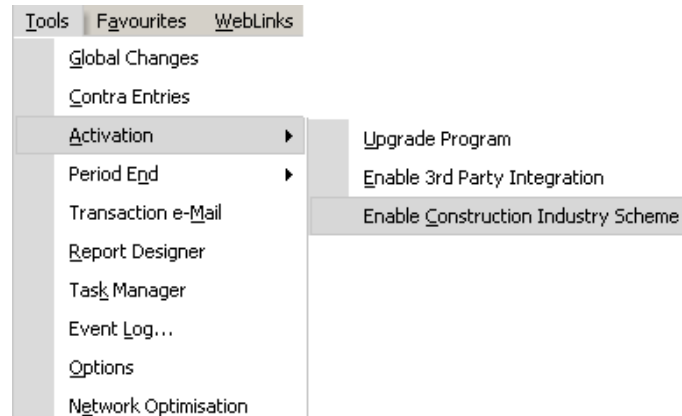
The new Sage 50 CIS module is compatible with Sage 50 Accounts, Sage 50 Accounts Plus and Sage 50 Accounts Professional, as well as with the Accountants version of Sage 50 – Sage 50 Client Manager. It is important to note that it is only the Client Manager release that will allow for agent submissions.

Once the program has been installed, the Check option should be ran to ensure that the program is running the most up to date CIS legislation.



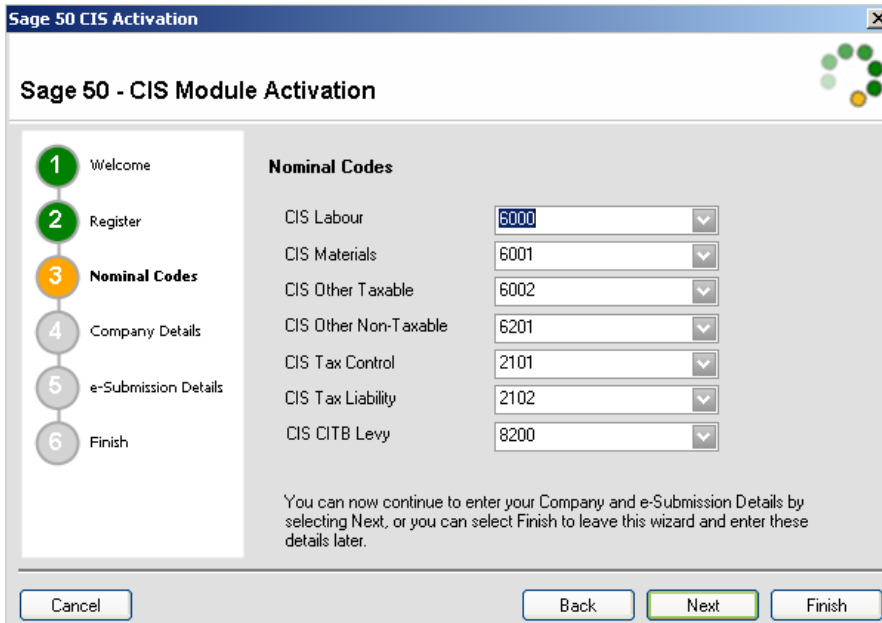
Setup and registration of the product

Once the CIS module has been installed, the program will then need to be activated. This is done by accessing the CIS activation wizard via 'Tools', 'Activation' and 'Enable Construction Industry Scheme'.



This will then allow the user to work through the CIS Wizard. As part of this wizard the user will be asked for the serial number and activation key for the product - the product ships with the full registration details.

It is then possible to confirm the relevant control codes for use by the program. If the user is utilising the manual CIS scheme within Sage 50 it may be that these codes will require changing to ensure the program is utilising the correct codes for that Company Setup.



The screenshot shows the 'Sage 50 - CIS Module Activation' wizard. The progress bar on the left indicates that Step 3, 'Nominal Codes', is the current step. The main area displays a list of nominal codes with corresponding dropdown menus for selection.

Nominal Codes	
CIS Labour	6000
CIS Materials	6001
CIS Other Taxable	6002
CIS Other Non-Taxable	6201
CIS Tax Control	2101
CIS Tax Liability	2102
CIS CITB Levy	8200

At the bottom of the wizard, there are buttons for 'Cancel', 'Back', 'Next', and 'Finish'. A note at the bottom states: 'You can now continue to enter your Company and e-Submission Details by selecting Next, or you can select Finish to leave this wizard and enter these details later.'

This will then allow the Company details to be entered. It is possible to skip this step and enter the information retrospectively, however the Contractor should be aware of this information.



Sage 50 CIS Activation

Sage 50 - CIS Module Activation

- 1 Welcome
- 2 Register
- 3 Nominal Codes
- 4 **Company Details**
- 5 e-Submission Details
- 6 Finish

Company Details

The following information is required to generate your CIS returns whether submitted on paper or on-line.

If you do not have this information to hand, just select Finish. You can enter this information later, using the Settings | Company Preferences option in Sage 50 Accounts.

Status:

Unique Tax Ref:

Employer's PAYE Ref: /

Accounts Office Ref: P

This is followed by a screen requesting the relevant e-submission information as provided by the Government Gateway.

The Government Gateway

NOTE: The information required for the CIS scheme is NOT the same as that required for Payroll submissions – users WILL need to get a specific CIS E-submission PIN via the Government Gateway Website. If customers are already registered for Payroll they do not have to re-register for CIS, although they will need to activate the CIS service as a subscription on their log in and they will receive an additional pin. Once CIS is activated it takes 10 working days to receive a PIN. This area can be accessed directly from the hotlink within the wizard -

HMRC - Login - Microsoft Internet Explorer provided by Sage UK

Address: <https://online.hmrc.gov.uk/login?GAREASONCODE=-1&GARESOURCEID=WebCommon&GAURI=https://online.hmrc>

HM Revenue & Customs Online Services
HMRC home | Contact us | Help

Welcome to Online services

Existing users

Please enter your User ID and password for online services then select the Login button below.

User ID: ?

Password: ?

- ▶ Digital Certificate user
- ▶ Lost User ID?
- ▶ Lost password?
- ▶ Lost or expired Activation PIN?
- ▶ If you have lost both your User ID and password please contact the [Online Services Helpdesk](#).

New users

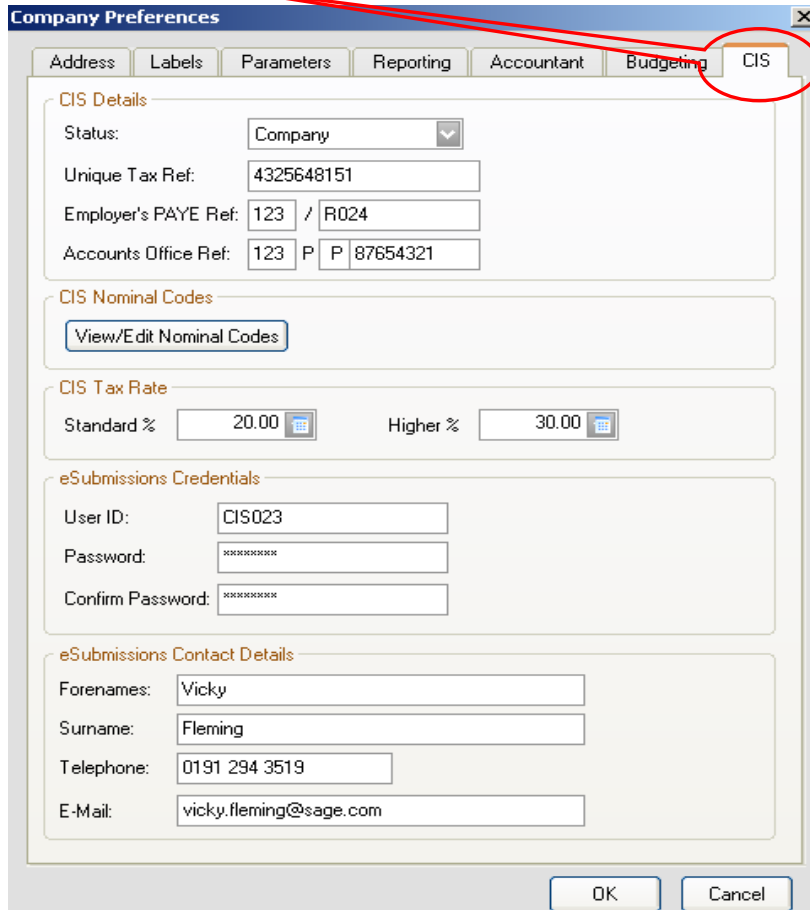
To register for online services please click the Register button below.

- ▶ Digital Certificate user
- ▶ View a demo of our online services
- ▶ Frequently asked questions
- ▶ Computer requirements



Gateway Registration can be done at anytime but the CIS module cannot be activated on the Gateway website until the 6th April 2007.

Having completed the CIS submission wizard Sage 50 can now be used to run the various subcontractor schemes. The information entered via the wizard can be viewed or amended via the 'Settings' and 'Company Preferences' option which now shows an additional tab to access and if necessary amend the Wizard information –



Company Preferences

Address Labels Parameters Reporting Accountant Budgeting **CIS**

CIS Details

Status: Company

Unique Tax Ref: 4325648151

Employer's PAYE Ref: 123 / R024

Accounts Office Ref: 123 P P 87654321

CIS Nominal Codes

View/Edit Nominal Codes

CIS Tax Rate

Standard %: 20.00 Higher %: 30.00

eSubmissions Credentials

User ID: CIS023

Password: *****

Confirm Password: *****

eSubmissions Contact Details

Forenames: Vicky

Surname: Fleming

Telephone: 0191 294 3519

E-Mail: vicky.fleming@sage.com

OK Cancel

This screen will also validate the information that is entered – for example checking the UTR is correct and if not then the program will generate an error message to indicate where the problem lies.

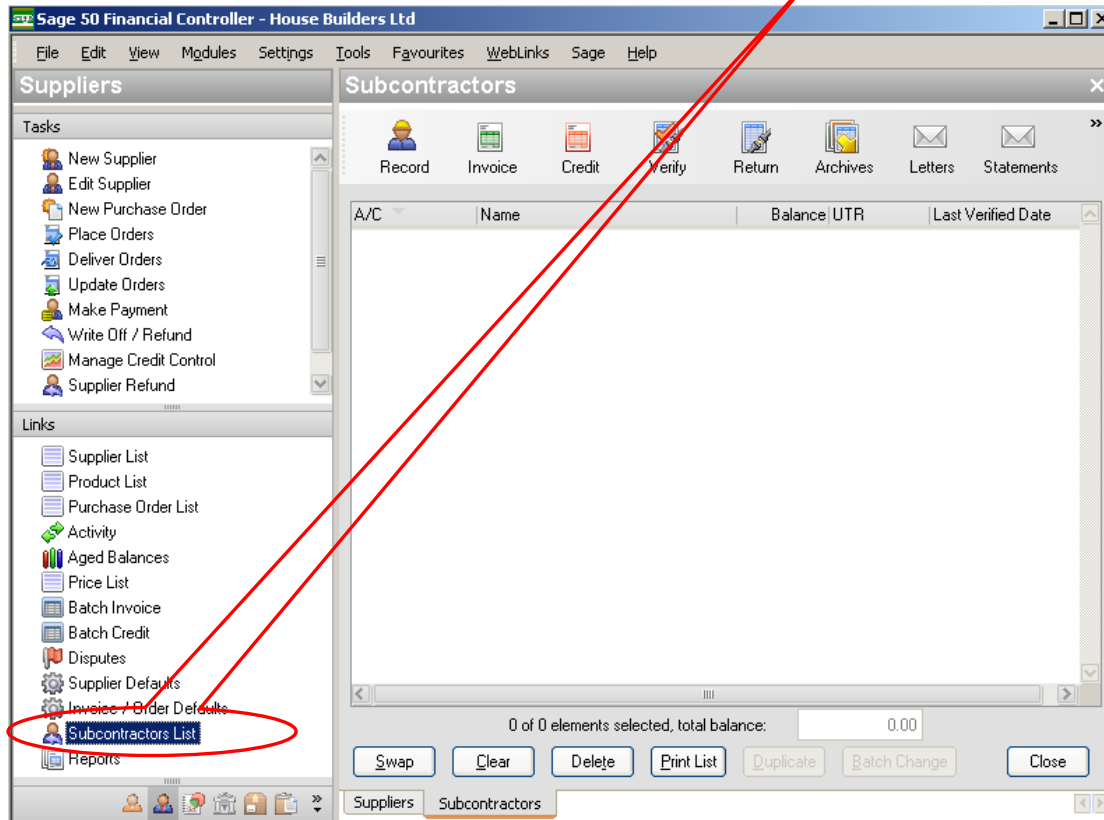
This helps to reduce the likelihood of failed submissions when working within the program. For assistance as to what should be entered within each field the F1 help files will indicate information such as field length and from where the information should be obtained.

If submitting as an agent and using Sage 50 Client Manager this screen will also give the option to select this method of submission.

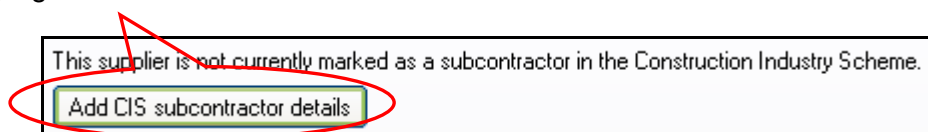


Setting up Subcontractors

Many existing users will already have Subcontractors already set up on Sage 50 Accounts as suppliers. However with the new functionality available through Sage 50 CIS a new ledger is available in the Suppliers task bar for Subcontractors.



This allows users to setup new subcontractors in this area simply by using the 'Record' option. Alternatively, any Supplier record can be turned into a Subcontractor simply by opening an existing record and accessing the CIS tab. This option will then allow the user to access a wizard to enter all of the core CIS data applying to the Subcontractor.



Once the Wizard has been completed the record will then appear in the Subcontractor area.

The CIS tab can be saved without all the fields completed however if information is entered in to the fields this is validated on saving the Supplier Record. A Validation Error will be generated as shown below when information is not in the correct format.

Once a Subcontractor has been set up they would then be Verified by HMRC via Sage 50 CIS.



Preparation for Subcontractor Verification

How does it work?

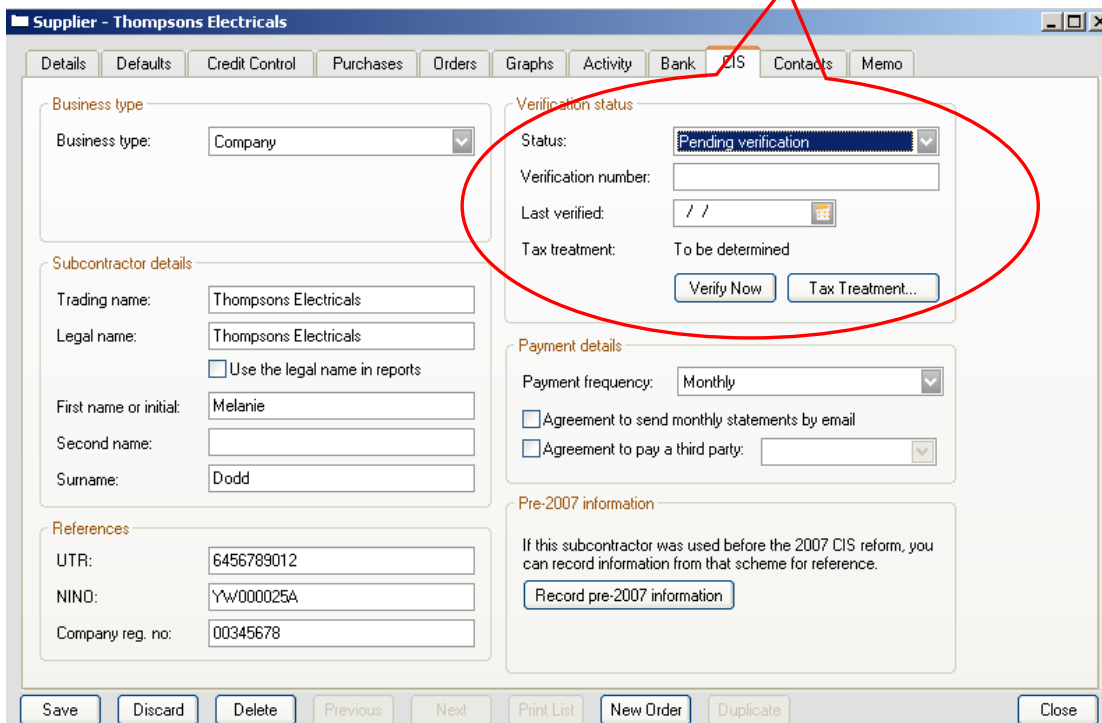
The existing Sage 50 Payroll Internet Submissions module has been amended and updated so it now can perform the Verify and Submit functions required by the new Industry Schemes within Sage 50 Accounts. The module is automatically installed when installing the CIS package.



A securely encrypted file is sent to the HMRC servers via the Internet containing the details of subcontractors and their returns. The HMRC servers interpret this and a response is then sent back to the customers PC.

New Subcontractors

When setting up a new Subcontractor record, within the CIS tab the verification status area allows the user to decide how the relevant verification will take place.



The screenshot shows the 'Supplier - Thompsons Electricals' record in the Sage 50 CIS software. The 'CIS' tab is selected. The 'Verification status' section is highlighted with a red circle. The status is set to 'Pending verification'. The 'Verify Now' button is visible. Other fields include Business type (Company), Trading name (Thompsons Electricals), Legal name (Thompsons Electricals), First name or initial (Melanie), Surname (Dodd), UTR (6456789012), NINO (Yw000025A), and Company reg. no. (00345678).


For a new Subcontractor the user may decide to use the 'Verify Now' option (– for further information on Verification please see the section on Verification). This will allow the system to send the Subcontractors data to HMRC and receive an update on the record, which will set the tax treatment that will be applied to the record.



Existing Subcontractors

If the user has already set up the record within Sage 50 and / or they are a Subcontractor with whom the user has previously dealt with then it may be that the user is already aware that the subcontractor has been verified with HMRC. This is normally because the Contractor has already received a CIS333 from HMRC in either November or March.


This report lists all of the subcontractors with whom the business has dealt in the last two years and shows that they have already been verified and assigned a Tax Treatment.

Subcontractors you do <i>NOT</i> need to verify from 6 April 2007				
				
Subcontractor's UTR	Subcontractor's name	National Insurance number or Company Registration Number	Tax month last paid	Tax treatment
4234567899	Harper & Sons	n/a	03/07	Net (standard rate)
6456789012	Denby Roofing	YW000025A	09/06	Net (standard rate)

Verification status

Status:

Verification number:

Last verified: 

Tax treatment:

As such they do not need to be verified again as the information has already been logged and approved with HMRC.

Instead the user would set the record to show as Verified with HMRC and select the relevant Tax Treatment.

Tax Treatments

There are three types of tax treatment that could be applied to a Subcontractor. These are used to instruct the Contractor how much to deduct from the individual contractor when working with them -

- **Gross (0%)** – is used when nothing needs to be deducted
- **Net Standard (20%)** - is the usual rate which would be withheld if the Subcontractor has a CIS4
- **Net Higher Rate (30%)** – is used when the HMRC cannot 'match' a Subcontractor on their system – possibly because they have not registered with HMRC. This rate will apply until the Subcontractor contacts HMRC and registers or sorts out any matching problem.

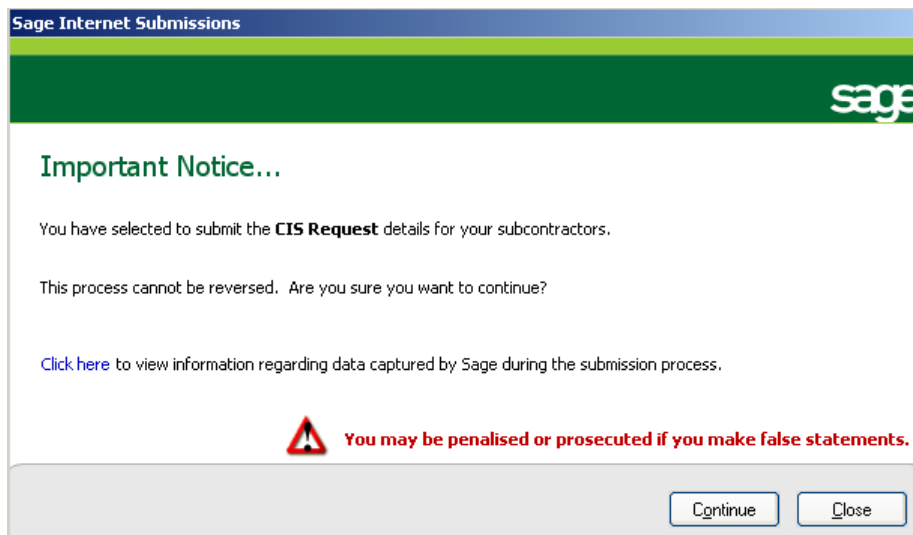


Running Subcontractor Verification

How to Verify

Once the Subcontractors records have been setup Verification can be ran in two ways – either by selecting to verify an individual Subcontractor by selecting to ‘Verify Now’ within the Subcontractors, or by selecting the ‘Verify’ option from the Subcontractors screen.

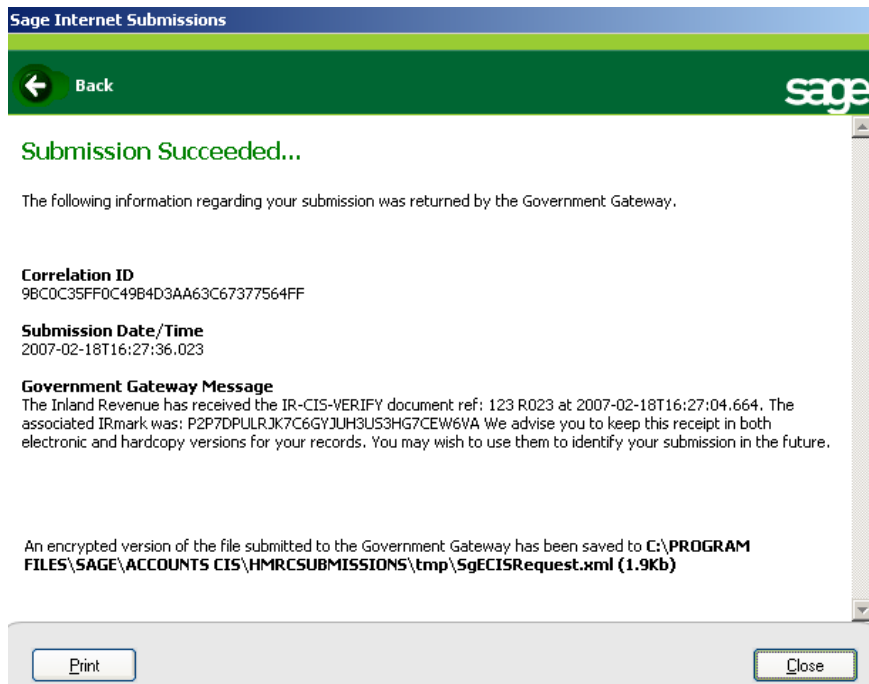
This will open up a wizard showing any Subcontractors pending verification. From this list the user can then select which Subcontractors to select to verify. On completion of the wizard the Sage Internet Submissions screen will open. By confirming the first screen the user is accepting the legally binding terms from HMRC declaring the information is accurate.



The system will then display the user credentials as set up in the Company Preferences area previously. On confirmation of these credentials the submission will begin.

If the submission is successful then a submission success screen will display which will also allow the user to take a copy of the submission success notification –





Once the submission is completed the subcontractors record will show a valid tax treatment and verification date. If the Subcontractors details cannot be 'matched' then the Higher Net Rate will be applied and the verification number will end with two letters to illustrate a match has not been made.

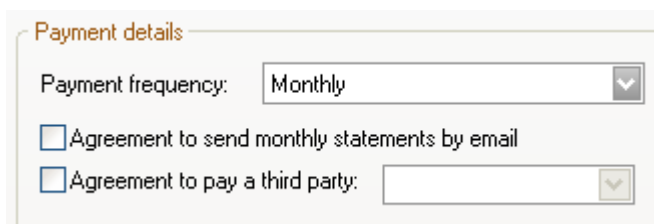
NOTE: As customers cannot activate CIS on the Government Gateway until this date, they will be unable to verify until after the 6th April.

What if the Government Gateway goes down?

Any contractor using the Verification or Submission process could experience problems with the Government Gateway such as temporary downtime or high demand causing slow access. Although the Gateway hardware is continuously improving this has happened in the past and could occur again.

We have control over the screens that the customer sees during a Verification or a Submission as they are directed via our website. As a result we can prevent a customer from attempting an online submission and post an appropriate message if the Gateway is experiencing problems.

Payment Details



Once a Subcontractors record is set up it is also possible to set up Payment details. These relate to the payment frequency for the Subcontractor and also allow a third party Subcontractor to be select

whom payment will be made too. This third party must always be another subcontractor who is associated with the subcontractor's record and who is also verified. This follows the CIS rules set by HMRC. The tax status of the third party



supplier can affect the tax rate applied to the subcontractor, as shown in the following table.

Third Party Tax Status	Subcontractor Tax Status	Tax Rate Applied
Gross	Gross	Gross
Higher	Gross	Higher
Standard	Gross	Standard
Any	Higher	Higher
Any	Standard	Standard

Pre 2007 Information

It is also possible to store pre-2007 information within the record – but note that this is purely for reference purposes and cannot be utilised for anything else within the program.



Entering transactions relating to CIS

Control Codes

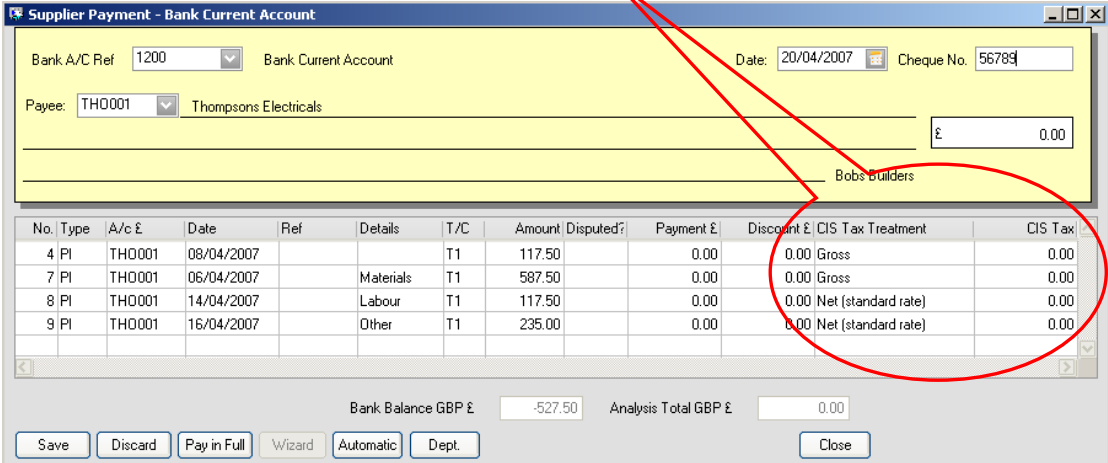
Entering CIS related transactions is no different to processing in Sage 50 Accounts in the normal way – the only identifier is the specific Nominal Code that is selected. These default Nominal Codes used by CIS are as follows, they can be found on the CIS tab within Company Preferences -

N/Code	Description	Application
6000	CIS Labour	Labour costs
6001	CIS Materials	Material costs
6002	CIS Other Taxable	Purchases made from the subcontractor other than Labour and Materials – Taxable
6100	CIS Other Non-Taxable	Purchases made from the subcontractor other than Labour and Materials - Non Taxable
2101	CIS Tax Control	Used by Sage 50 when automatically posting the transactions to withhold CIS Tax amount. Includes CIS Tax prior to submission, this would be transferred to CIS Tax Liability 2102 after monthly Submission complete.
2102	CIS Tax Liability	Value of CIS tax withheld from subcontractors once the monies have been included in the CIS monthly return and are ready to be paid to HMRC.
8200	CIS CITB Levy	Construction Industry Training Board promote vocational training in the construction industry, imposes a levy on contractors to fund its operations. This Nominal Code is used when recording payments of the CITB Levy; this is not included in the monthly Submission.

Once transactions for the new tax year have been entered it is then possible to process payments against them. This is done via the 'Bank' and 'Supplier'.

Supplier Payments

Once the Subcontractor has been affected additional fields then appear –



Supplier Payment - Bank Current Account

Bank A/c Ref: 1200 Bank Current Account Date: 20/04/2007 Cheque No. 56789

Payee: TH0001 Thompsons Electricals

£ 0.00

Bobs Builders

No.	Type	A/c £	Date	Ref	Details	T/C	Amount	Disputed?	Payment £	Discount £	CIS Tax Treatment	CIS Tax
4	PI	TH0001	08/04/2007			T1	117.50		0.00	0.00	Gross	0.00
7	PI	TH0001	06/04/2007		Materials	T1	587.50		0.00	0.00	Gross	0.00
8	PI	TH0001	14/04/2007		Labour	T1	117.50		0.00	0.00	Net (standard rate)	0.00
9	PI	TH0001	16/04/2007		Other	T1	235.00		0.00	0.00	Net (standard rate)	0.00

Bank Balance GBP £ -527.50 Analysis Total GBP £ 0.00

Save Discard Pay in Full Wizard Automatic Dept. Close



This indicates which tax treatment will be applied to which items. This is significant as it indicates which tax treatment is being applied to each entry put through on the Bank screen. This is directly linked to the nominal code – it is only Labour which is subject to CIS. If a Labour invoice were paid in full, then the system would automatically separate the payment to be allocated to the Invoice and the transaction that reflects the withheld payment –

No.	Type	A/c £	Date	Details	T/C	Amount	Payment £	Discount £	CIS Tax Treatment	CIS Tax
8	PI	TH0001	14/04/2007	Labour	T1	117.50	97.50	0.00	Net (standard rate)	20.00

In this example the invoice for 117.50 is split into a payment of 97.50 to the subcontractor (80% of the Invoice + total VAT) and 20 (20% of the net value of the invoice) to be withheld on behalf of HMRC. This can be seen in the two resulting transactions -

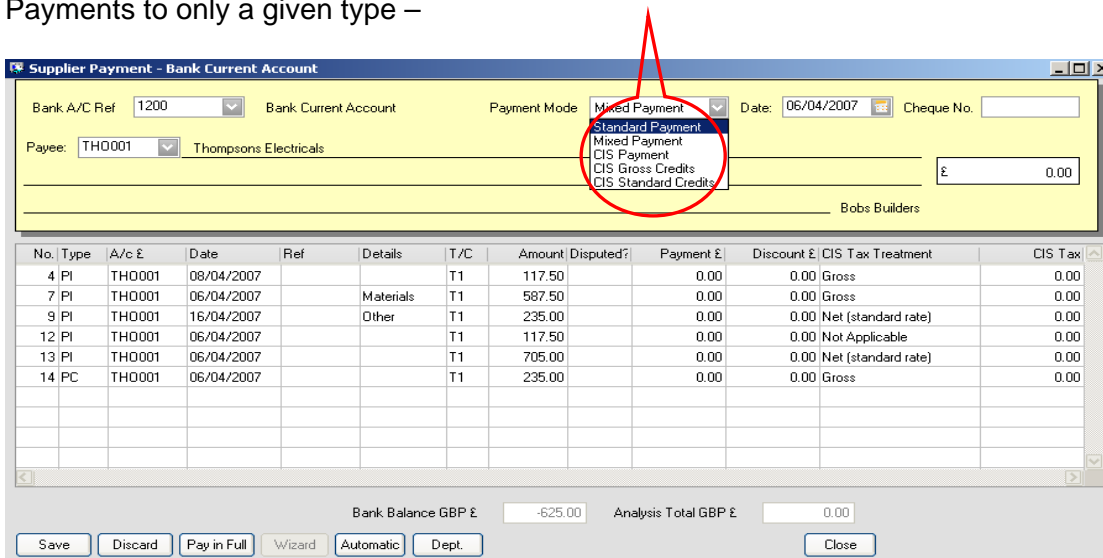
No	Type	Account	Nominal	Details	Date	Net	Tax	T/C	Paid	Amount Paid
10	PP	TH0001	1200	Purchase Payment	20/04/2007	97.50	0.00	T9	Y	97.50
11	PC	TH0001	2101	CIS Tax Deduction	20/04/2007	20.00	0.00	T9	Y	20.00

If a discount had been applied then the CIS tax would have been calculated at net value of the invoice – discount x 20%.

Note: The Subcontractors Payments routine will not allow a part payment to be made against a CIS Invoice. If this were necessary a workaround would need to be used – by posting a payment on account in the first instance and when the rest of the monies was paid reversing this transaction and posting the full amount against an Invoice using CIS Nominal Codes.

Types of Payments

When using the Supplier Payments screen a situation may arise whereby there are a number of different types of Payments and Invoices. In this scenario an additional field will appear. This will allow the user to filter the list of Invoices, Credits and Payments to only a given type –



This simply ensures that the correct allocations are made when linking transactions together.



The Submission routine

What is it?

Each month contractors must send a complete return of all the payments made to all subcontractors within the preceding tax month (this is known as the CIS300). The following information is included in the return -

- Which subcontractors the user has paid in the month
- The amount charged (labour & materials)
- UTR and verification numbers (these indicate the tax status with HMRC)
- The amount of tax (if any) deducted from subcontractors

When?

Monthly returns must reach HMRC within 14 days of the end of the tax month they are for. E.g. A return of all payments made to subcontractors between 6th May and 5th June must be received by HMRC by 19th June (i.e. max 14 days after 5th June).

Note: *As the new legislation does not come into force until April 6th, then the first payment will be due for payment before May 19th.*

What is the process in Sage 50 CIS?

- Ensure all subcontractor payments have been entered for the tax month and all HMRC Government Gateway credentials are correctly entered in the program.
- Generate the monthly return (by selecting Return within Subcontractor List) and check that the subcontractors and deductions are correct.
- Choose to submit the return
- Receive message of confirmation from HMRC

Note: *After the Government Gateway opens, submissions from Sage 50 CIS will be prevented for a further 24 hours to allow for thorough testing before all customers begin submitting. Our testing will involve live data from customers who have volunteered. We can use our control of messages during an online verification or submission to enforce this.*

To Generate the Monthly Return

From the Subcontractors List the 'Return' option can be selected. This will allow the user to check for which period the return should be run. Once selected the program will list all of the Subcontractors to be involved in the return as well as the key totals to be submitted to HMRC –



Submit Monthly Return

Generate a monthly return for the month ending:

Return summary

Total payments: I will be inactive in the scheme from 05/05/2007 until 05/11/2007.

Cost of materials:

Tax deducted:


Breakdown by subcontractor:

Ref.	Name	UTR	Verification Number	NINO	Total Payments	Cost of Materials	Tax Deducted
TH0001	Thompsons Electric..	6456789012		Yw000025A	600.00	200.00	80.00

By submitting this monthly return, you are confirming that the employment status of each individual included on this return has been considered and payments have not been made under contracts of employment.

Once the user is satisfied that the information is correct then the 'Submit' option can be used to submit the Return to HMRC. Once this option is selected a further warning will appear –

Submission Declarations

 By clicking OK, you are confirming that payments have not been to these subcontractors under a contract of employment and that all subcontractors have been verified with HMRC or have been included in a CIS return in the past 2 years.

Don't tell me again

The return will then be submitted to the Government Gateway. A copy of the data from the return should also be submitted to each Subcontractor. This takes the form of a monthly Statement and can be accessed via the 'Statement' option on the Subcontractors screen and a copy of the Return can be reprinted via the Subcontractors Reports option.

Error 1046

When submitting to HMRC the user may get an error message to show the submission or verification has been unsuccessful. If this is the case it will be logged with a number. Sage 50 CIS interprets these numeric codes to give the user a 'plain English' understanding of exactly what the problem is.

The most common error is a 1046 error – last Payroll Year End (2006) there were 47,360 errors of this type generated by submissions! So what causes it? Incorrect information – in either the Company Settings or on the Subcontractors Record, so if you experience this error – look at the detail provided by the program to see if all of the information has been set up correctly!

CIS Liability

Finally, following Submission the amount of CIS Tax withheld should be moved from Nominal Code 2101 CIS Tax Control to 2102 CIS Tax Liability via a Journal. The



Liability Nominal Code will then be cleared with a Bank Payment (T9 Tax Code) when the tax is paid over to HMRC.

This is done in the same way as the VAT transfer would be done.



Appendix 1 - System Requirements

Minimum hardware:

- An IBM® compatible computer with a 400 MHz (or equivalent) processor
- 128MB RAM
- 200MB of free disk space after Windows® has been installed
- A copy of Microsoft® Internet Explorer v6 or higher (this is included on the CD)
- An SVGA video card and monitor supported by Windows running at 800 x 600 pixels, with a minimum of 16-bit high colour

Network users only:

- 10Mbps network cards and switches with Microsoft Windows networking
- Recommended hardware:
- An IBM compatible computer with a 2 GHz (or equivalent) processor
- At least 512MB RAM
- At least 500MB of free disk space after Windows has been installed
- A copy of Microsoft Internet Explorer v6 or higher (this is included on the CD)
- An SVGA or higher resolution video card and monitor supported by Windows running at 1024 x 768 pixels or higher, with 24-bit true colour

Network users only:

- 1Gbps network cards and switches with Microsoft Windows networking
- One of the following operating systems:
- Microsoft Windows 2000
- Windows Server 2003
- Windows XP (Recommended)
- Windows Vista

Please ensure that you have the latest Microsoft updates installed.

This product will not install or run on the Microsoft Windows 95, Windows 98, Windows Me, or Windows NT4 operating systems.



Appendix 2- HMRC Communications

Document Reference	Information
cis330a	Sole Traders Advised that Sub Contractors Tax Certificate renewal forms would not be sent as they are no longer required under the new scheme.
cis330b	Partners & Directors Advised that Sub Contractors Tax Certificate renewal forms would not be sent as they are no longer required under the new scheme.
cis330c	Partnerships & Trusts Advised that Sub Contractors Tax Certificate renewal forms would not be sent as they are no longer required under the new scheme.
cis330d	Companies Advised that Sub Contractors Tax Certificate renewal forms would not be sent as they are no longer required under the new scheme.
cis333	Notification of Sub Contractors that do not require verification sent in November 2006. A further communication will be sent in March 2007.
cis340	Guide for Contractors and Sub Contractors to the Construction Industry Scheme. (The big blue book)
cis347	Contractors obligation advice.
cis350	Summary of the changes under the new scheme.
cis364	Notify users of software that there will be no Vouchers or Annual Returns under the new scheme to check their software is being upgraded.
June Update	Guide – What to expect, new helpline, how to verify, actions to take, support available.
September Update	Guide – A further update, support available, completing the new return.
December Update	Guide – A further update, support available, completing the new return.

HMRC website: www.hmrc.gov.uk/new-cis

CIS helpline: 0845 366 7899

Copies of all HMRC Communications can be found on the HMRC Website



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