

Online forms to help your business

CIS302

As a service to our clients we have provided you with some of the forms you will require for your business activity. Please note that this form is produced by HM Revenue & Customs and is public sector information licensed under the Open Government Licence v3.0. If you would like any assistance, please contact your [Local AIMS Accountant](#).

You communicate in the way that works best for you



Find your local accountant



Call us on 020 7616 6629



Email us



We will call you

Your initial consultation is FREE and with no obligation on your part

For HMRC use only

Proof of identity documents produced

1

2

Proof of employment details in last 12 months

Proof of Bank Account documents produced

Proof of Turnover documents produced

Date

HM Revenue & Customs
CS Subcontractor Registrations
Benton Park View
Newcastle upon Tyne
NE98 1BA

CS Helpline **0845 366 7899**

Minicom **0845 366 7894**

Who needs to register?

If your business operates as a subcontractor in the construction industry on a self-employed basis it needs to register for the Construction Industry Scheme (CIS).

Who this form is for

Use this form if you are an individual and want to register as a subcontractor for gross payment.

You may want to show this form to your tax adviser if you have one.

If you want to register as a contractor phone the New Employer Helpline on **0845 60 70 143**.

Help

We are happy to help you with any part of this form or with anything in the guidance notes. Please phone the CS Helpline on **0845 366 7899** or go to

www.hmrc.gov.uk/new-cis

Personal details

1 Title *Enter Mr, Mrs, Miss, Ms, or other title.*

2 Surname

3 First names

4 Home address

Postcode

5 Date of birth, for example, show 22 August 1971 as 22 08 1971.

6 Unique tax reference (UTR) *If you do not have a UTR, see page 2 of the guidance notes.*

7 National Insurance number, if you have one *If you do **not** have a National Insurance number you will need to take this form and two proofs of identity to your local Enquiry Centre. See page 3 of the guidance notes.*

8 Daytime telephone number

9 Mobile number

Business details

If you do not fill in questions 18 to 20, you will not be considered for gross payment.

18 The name in which your business account is held

19 Sort code where your business account is held

 - -

20 Account number where your business account is held

Employment details

21 Have you been fully employed or self-employed in the UK for the past 12 months? Put 'X' in one box

No Yes

If 'No' please fill in the boxes below.

Reason: for example, full-time education, periods without work, working abroad (excluding holidays).

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If you need more space, please use the space after 'What to do next' on page 4 or attach a separate sheet of paper with the details.

We may ask for documentary evidence to support your employment details.

Employer details

22 Are you an employer? Or have you been an employer in the last 12 months up to the date of this application?

Put 'X' in one box

No Yes

If 'Yes' what is your Accounts Office reference?

You will find this on the front of your *Payslip Booklet*.

If you are not sure, phone the GSHelpline, **0845 366 7899**.

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If you have more than one Accounts Office reference number please give details below. If you need more space, please use the space after 'What to do next' on page 4 or attach a separate sheet of paper with the details.

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Declaration

I declare that:

- I carry out/am seeking construction work or arrange for it to be done
- I give permission for any government body, educational establishment or overseas authority to supply you with any information you need to deal with this application
- the information I have given on this form is correct and complete to the best of my knowledge and belief.

Please note there are penalties for false applications. If you give false information your gross payment status may be withdrawn and you will be excluded from any further applications for 12 months following the date of withdrawal.

You could also be charged a penalty of up to £3,000, or be prosecuted.

Tax advisers are not allowed to sign on your behalf.

23 Signature

24 Date

D	D	M	M	Y	Y	Y	Y
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What to do next

- If you **have** a National Insurance number, please send this form to HMRCOS Subcontractor Registrations, Benton Park View, Newcastle upon Tyne, NE98 1BA or take your form to your local Enquiry Centre. They will send the form for you. If we cannot match your National Insurance number, we will return the form and ask you to go to a local Enquiry Centre with two proofs of identity, one preferably displaying your photograph. You will need to make an appointment. To do this you can call the QSHelpline on 0845 366 7899 who will arrange for one to be made for you or you can call into an Enquiry Centre who will also make an appointment for you. You will also need to provide evidence of your employment details in the last 12 months together with business and turnover test details - see page 3 of guidance notes.
- If you do **not have** a National Insurance number, you will need to take this form and two proofs of identity, one preferably displaying your photograph, to your local Enquiry Centre. You will also need to provide evidence of your employment details in the last 12 months together with business and turnover test details, see page 5 of guidance notes. You will need to make an appointment. To do this you can call the QSHelpline on 0845 366 7899 who will arrange for one to be made for you or you can call into an Enquiry Centre who will also make an appointment for you.

You will receive written confirmation from us about your registration shortly after sending in your form.

Use this space to provide any further details you did not have room for on the form.