

Building and Trades CIS Vouchers

The CIS Voucher has now been abolished and in its place is a payment voucher/slip issued to each subcontractor detailing the deductions that have been made by the contractor.

The following checklist will help to ensure that the slips are properly handled within the practice.

Checklist

- Copy all slips when they are received
- Check the dates match up with the year being assessed.
- Check all the slips have been received against all the invoices raised.
- Where slips are missing or lost, a copy should be obtained from the contractor.
- Check the slip deductions are the correct deductions.
- Input the slip totals on the completed SA100 Self Assessment and keep with a copy of the SA100.

The contractor sends an Online/Paper Monthly CIS return to the Inland Revenue (before 19th of each month as with PAYE)

The subcontractor keeps their copies for the Self Assessment.

The payslip is a record of the tax deducted at 20% from the sub contractor's labour charge.

The following items must be excluded:

- VAT charged by a VAT registered sub contractor
- Construction Industry Training Board Levy (CITB)

The following items must be deducted from the gross amount of payment

- What the sub contractor paid for materials, including VAT paid (if the Sub contractor is NOT registered for VAT) consumable stores, fuel (not travelling) and plant hire used.
- The cost of manufacture or prefabrication of materials used.

The following should be included

- Any travelling expenses (including fuel costs) and subsistence paid should be included in the gross amount of payment and the amount from which the deduction is made.

Where CIS payment slips have been lost a copy needs to be obtained from the contractor. A constant source of problems for sub contractors is where payment slips are not issued by the contractor. Where ever possible a slip must be sent to a sub contractor as soon as they are issued and not held by the contractor.

It is not correct for the contractor to pay the tax throughout the year and only issue one slip at the year end.

A summary of the latest information outlining the new proposed system can be found at [Latest Updates CIS system](#)