

Building & Trades New CIS Update ARCHIVE

The Helpline for the New CIS is 0845 366 7899

Option 1	Subcontractor Verification
Option 2	To Register for the Scheme
Option 3	Status Enquiries
Option 4	Contractor Monthly Returns
Option 5	All other enquiries

The system is geared to encourage Contractor to register online and handle the monthly returns online. Software like [Payroll Manager](#) have extensive CIS handling and have been successfully used to file CIS monthly returns for April 2007.

More details on the mechanics of the CIS system can be found in the document [New CIS System](#) which covers this subject.

The new monthly return should have been sent as a paper copy to all contractors, but in general quite a few contractors have not received this. If this is the case then the contractor must contact the helpline and order a new copy via option 4.

When contacting the helpline the following data is essential

Name of contractor
UTR of the Contractor
Address including postcode
Accounts Office reference
Employer's Reference
Companies House Registration number (if they are a Limited Company)

Option 1 on the helpline is for Subcontractor Verification

The following data is essential if a 20% deduction is required

UTR of subcontractor
National Insurance Number of subcontractor
Address of subcontractor

Unlike the P35 system the New CIS computer software does not accept symbols like & and -, so where they have been used in the names of companies they should be removed when filing using HMRC or other software. This has caused an error 2021 when filing online.

If there are problem filing online the Online Helpdesk is 0161 930 8445. This is a direct landline, and does not go through the 0845 system, which means you get directly through to an operative and miss out all the menu options.

When an agent is contacting the helpline they need to have the following data available

Agent Reference for PAYE/CIS
Agent name and Address, including postcode.
The client address and postcode
Client Employer's Reference

If an agent has already registered for PAYE they will already have CIS as an option for registration. Client's can be registered under CIS in the normal way with authorisation codes being issued. Once registered the agent can then file returns and talk to HMRC on behalf of the client. This maybe the preferred route for many contractors.