CIS REFORM VERIFICATION REPLY

Contents

Details returned in Reply Message

The verification reply is produced in response to a verification request message. This document gives guidance on how the reply message is structured and populated. As a general rule the subcontractor details in fields 3 to 15 will only be populated in the reply message if they were provided in the original Verification Request.

The following rules also apply

Character set
For the full Designated Character Set, please refer to the XML Schema for the exact details.
However in general :
- Alpha (a) is defined as A-Z upper and lower case
- Numeric (n) is defined as 0-9

Field Status

Mandatory indicates that the information will always be populated

Optional indicates that information may be populated depending on the case.
In certain conditions an Optional field may become Mandatory. These will be defined in the schema and/or the Business rules.

Section 1 - Verification Reply

Contractor Designatory Details

1. Contractor UTR			
Mandatory or Optional	M		
		Field length	Format
1. Designated Character Set 2. Check character (the first character) must be correct		10	Numeric

2. Accounts Office Reference Number			
Mandatory or Optional	M		
		Field length	Format

1. Designated Character set.
2. The AORef must be in the format
   - characters 1 -3 must be numeric
   - character 4 must be 'p'
   - characters 5 must be alpha
   - characters 6-13 must be numeric
 	
note: leading zero's should be used to pad out fields 1-3 and 6-13 if necessary
		13	Alpha Numeric

Subcontractor Details
Subcontractor details (4-14) are repeated once for each subcontractor.
The maximum number of subcontractors is 100 per submission.

3. Subcontractor First Name or Initial			
Mandatory or Optional	O		
		Field length	Format
1. First character will be alpha and not a space 2. Remaining characters must conform to the Designated Character Set		max 35	

4. Subcontractor Second Name			
Mandatory or Optional	O		
		Field length	Format
1. First character will be alpha and not a space 2. Remaining characters must conform to the Designated Character Set		max 35	

5. Subcontractor Surname			
Mandatory or Optional	O		
		Field length	Format
1. First character will be alpha and not a space 2. Remaining characters must conform to the Designated Character Set		max 35	

6. Subcontractor Trading Name			
Mandatory or Optional	O		
		Field length	Format
1. Characters must conform to the Designated Character Set		max 56	

7. Subcontractor UTR			
Mandatory or Optional	O		
		Field length	Format
1. Designated Character Set		10	Numeric

8. Subcontractor Works Reference Number			
Mandatory or Optional	O		
		Field length	Format
NB: Optional reference number - this will be returned as part of the reply message with each subcontractor record. It is not stored or used by HMRC and is purely for use by the contractor.			
1. If present, designated Character Set		max 20	Alpha Numeric

9. Company Registration Number			
Mandatory or Optional	O		
		Field length	Format

1. Must be in one of the following formats
  (a) AANNNNNN where
       -characters 1-2 must be alpha
       -characters 3-8 must be numeric
      - the numeric field must have a least 1 digit and not more than 6
          or
  (b) NNNNNNNN where
     - characters 1-8 must be numeric
    - the numeric field must have at least 1 digit and not more than 8
    - the numeric field must have at least 1 digit and not more than 8
		for (a)
		3..8
		
		for (b)
		1..8
			Alpha Numeric

10. NINO (National Insurance Number)			
Mandatory or Optional	O		
		Field length	Format

3. The NINO should be in the format AANNNNNNA,
  - the first character must be alpha excluding D, F, I, Q, U, V
  - the second character must be alpha excluding D, F, I, O, Q, U, V
  - the last character must be A-D or a space
		9	Alpha Numeric

11. Partnership UTR

Mandatory or Optional	O		
		Field length	Format
1. Designated Character Set		10	Numeric

12. Partnership Name

Mandatory or Optional	O		
		Field length	Format
1. First character will be alpha 2. Remaining characters must conform to the Designated Character Set		max 35	

Reply signals for the subcontractor

13. Matched/Unmatched Status

Mandatory or Optional	M		
		Field length	Format
1. Must be 'matched' or 'unmatched' in the appropriate format		enumerated list	"matched" "unmatched"

14. Tax Treatment Status

Mandatory or Optional	O		
		Field length	Format
Unmatched Rate = 30% Gross = 0% Net = 18% 1. Must be 'unmatched rate', 'gross', or 'net' in the appropriate format 2. Will be completed if action indicator is 'verify' 3. Will be completed if Matched/Unmatched Status (field 13) = 'matched'		enumerated list	"unmatched" "gross" "net"

15. Verification Reference Number

Mandatory or Optional	O		
		Field length	Format

NB: The verification number will be the same for all matched subcontractors. Unmatched subcontractors will have one or two letters added to the end of the number to make it unique to that subcontractor
 	
1. Will be completed if Matched/Unmatched status = 'matched'
Format will be VNNNNNNNNNN (I.e. V followed by 10 numerics)
2. Will be completed where action indicator in request = 'verify' and Matched/Unmatched status = 'unmatched'
Format will be:
  - the first character must be V followed by 10 numerics
  - last 2 characters will have format A or AA
    (excluding characters I and O)
		11..13	AlphaNumeric