

CIS REFORM MONTHLY RETURN VALIDATION RULES

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Validation rules for electronic CIS submissions by internet

The following rules apply to all submissions made by internet

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 must be supplied to comply with statutory requirements.

If mandatory fields are omitted or provided in an incorrect format, the message will be rejected.

Optional indicates that information should be supplied depending on the case.

When Optional fields are provided, they must appear in the correct format or the message will be rejected.

In certain conditions an Optional field may become Mandatory. These will be defined in the schema and/or the Business rules. An example of this is shown below

For instance BVR number 9 - Subcontractor First Name and Initial

"Must be completed if Trading Name is not completed"

Monetary Fields

All amount fields are in pence . The stated length of the field does not include the decimal point; e.g. if the maximum field length is 10 then the maximum value is 99999999.99.

Where the format states 'numeric enforce .00' the last two digits must be zero; i.e. making the field in whole pounds.

In such instances where the maximum field length is 10, the maximum value is 99999999.00, and the minimum value is 0

Note that 0 is the only value where it is acceptable to not enforce .00

Section 1 - Monthly Return
Contractor designatory details

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

2. Accounts Office Reference Number			
Mandatory or Optional		M	
		Field length	Format
1. Designated character set.		13	Alpha Numeric
2. The AORef must be in the format			
- characters 1 -3 must be numeric			
- character 4 must be 'p'			
- character 5 must be alpha			
- characters 6-13 must be numeric			
<i>note: leading zero's should be used to pad out fields 1-3 and 6-13 if necessary</i>			

Return Details

3. Month Ending - Period End (IR Header)			
Mandatory or Optional		M	
<i>There is no special tax year handling</i>		Field length	Format
1. Must contain a valid calendar date in the appropriate format.		10	ccyy-mm-dd
2. Must not be earlier than 05/05/2006			
3. DD must always be 05			
MM must be in the range of 01-12			
CCYY must be in the range of 2006 - 2099			
4. Date must not be more than [3] return periods ahead of the current date.			
See appendix A			

4. Nil Return Indicator			
Mandatory or Optional		O	
'Can you confirm that you no payments have been made to any subcontractors in the construction industry in this period?'		Field length	Format
1. If present, must be answered "yes"		3	"yes"
2. If 'nil return' is set to 'yes', no subcontractor payments (fields 18 to 20) should be completed			

Declaration and Certificate

5. Employment Status Declaration		
Mandatory or Optional		
	O	
<p><i>'Can you confirm that the employment status of each individual detailed on this return has been considered and that the contract under which returned payments are made are not contracts of employment.'</i></p> <p>1. Must be 'yes' or 'no' in the appropriate format. 2. Must be completed unless 'nil return indicator' is set to 'yes'</p>	Field length	Format
	enumerated list	Alpha "yes" "no"

6. Subcontractor Verification Declaration		
Mandatory or Optional		
	O	
<p><i>'Can you confirm that every subcontractor included on this return has either been verified with HM Revenue & Customs subsequent to the awarding of a contract or been included in my/our/the company's monthly (or annual) return in the current tax year or the previous two tax years?'</i></p> <p>1. Must be 'Yes' or 'No' in the appropriate format. 2. Must be completed unless 'Nil Return Indicator' is set to 'yes'</p>	Field length	Format
	enumerated list	Alpha "yes" "no"

7. Information Correct Declaration		
Mandatory or Optional		
	M	
<p><i>"Please sign below to confirm the nil return declaration and/or employment status declaration . You may be penalised or prosecuted if you make false statements. Can you confirm that the information given on this return is correct and complete to the best of your knowledge and belief?"</i></p> <p>1. Must be answered "yes" in the appropriate format.</p>	Field length	Format
	3	Alpha "yes"

8. Inactivity Indicator		
Mandatory or Optional		
	O	
<p><i>"Please indicate if you do not anticipate paying any subcontractors in the next six months"</i></p> <p>1. If present, must be answered "yes" in the appropriate format.</p>	Field length	Format
	3	"yes"

Subcontractor details

Items 9 - 20 repeated once for each subcontractor

9. Subcontractor First Name or Initial		
Mandatory or Optional	O	
1. If present, first character must be alpha and not a space 2. Must be completed if 'trading name' is not completed 3. Remaining characters must conform to the Designated Character Set	Field length	Format
	max 35	

10. Subcontractor Second Name		
Mandatory or Optional	O	
1. If present, first character must be alpha and not a space 2. If 'trading name' completed an entry is not allowed 3. Remaining characters must conform to the Designated Character Set	Field length	Format
	max 35	

11. Subcontractor Surname		
Mandatory or Optional	O	
1. Must be completed if Trading Name is not completed 2. Must be completed if First Name is completed 3. First character must be alpha and not a space 4. Remaining characters must conform to the Designated Character Set	Field length	Format
	max 35	

12. Subcontractor Trading Name		
Mandatory or Optional	O	
1. If present, designated character set 2. Must be completed if 'first name' and 'surname' are not completed 3. First character must not be a space	Field length	Format
	max 56	

13. Unmatched Tax Rate Indicator		
Mandatory or Optional	O	
Can you please confirm if you are paying the subcontractor 'unmatched Tax Rate'	Field length	Format
1. If present must be answered 'yes'	3	yes

14. Subcontractor UTR		
Mandatory or Optional	O	
1. Designated Character Set 2. Must be completed if 'unmatched tax rate indicator' is not completed	Field length	Format
	10	Numeric

15. Company Registration Number			
Mandatory or Optional		O	
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 a least 1 digit and not more than 8		Field length	Format
		for (a) 3..8	Alpha Numeric
for (b) 1..8			

16. NINO (National Insurance Number)			
Mandatory or Optional		O	
1. 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		Field length	Format
		9	Alpha Numeric

17. Subcontractor Verification Number			
Mandatory or Optional		O	
1. First character must be 'v' followed by 10 numerics - if present acceptable format for last 2 characters is A (ie 12 characters) or AA, (ie 13 characters) where A and AA are defined as (A-Z excluding I & O)		Field length	Format
		11..13	Alpha Numeric

Payments to Subcontractors

18. Total Payments Made			
Mandatory or Optional		O	
1. Must be whole pounds 2. Must be greater than or equal to zero 3. Must be completed if 'nil indicator' is not completed		Field length	Format
		max 10	monetary field enforce .00

19. Direct Cost of Materials			
Mandatory or Optional		O	
1. Must be whole pounds 2. Must be greater than or equal to zero		Field length	Format
		max 10	monetary field enforce .00

20. Total Amount Deducted			
Mandatory or Optional		O	
1. Must be pounds and pence 2. Must be greater than or equal to zero		Field length	Format
		max 10	Numeric