

Remittance explanation (example assuming Limited Company)



SUB-CONTRACTOR DETAILS			
Sub-Contractor:	Smith, John	Pay Date:	12 Jun 2009
NI:	AB012345C	Period:	1 Week to 05/06/2009

Your name and NI number you supplied to us

The date you were paid and the period of the contract works

SHIP SHAPE INVOICE TO END CONTRACTOR		
Labour, Materials & Other		573.01
Client Subsidy		0.00
Administration		24.00
Insurance		2.99
Sub-Contractor Costs		600.00
VAT		105.00
Total Invoice		705.00

Our contract fee for work delivered by you plus any subsidy given to you by the client, discounted to allow for our contract administration services and £2.99 per week for insurance (no charge in weeks you don't work)

The value of the contract works

SELF EMPLOYED SUB-CONTRACT REMITTANCE ADVICE / SELF BILLING INVOICE			
Gross Labour		573.01	
Materials/Other		0.00	
LESS: CIS Deductions		114.60	
VAT		100.28	
Additions / Deductions		0.00	(None)
Total Payment Made		558.68	
CIS Tax Status		Standard	
Verification Code (if applicable)		V0123456789	

Breakdown of Labour and Non-Labour revenue included in the contract works, less CIS tax deducted at source, plus VAT (if your company is VAT registered) and any other additions/deductions (where applicable)

The reason for you receiving any additions/deductions with this pay

Money paid into your account

The tax status your company has been verified at and the verification code