

Remittance explanation (example assuming Self Employment)



Your name and the CIS tax status you have been verified at, and the verification code

SUB-CONTRACTOR DETAILS			
Sub-Contractor:	Smith, John	NI:	AB123456C
CIS Tax Status:	Standard	Pay Date:	10 Jun 2009
CIS Verification:	V0123456789	Period:	One Week to 05/06/2009

The national insurance number you supplied, the date you were paid and period of the contract works

Our contract fee for work delivered by you plus any subsidy given to you by the client; discounted to allow for contract administration services and £2.99 per week for insurance (only in weeks that you work)

SHIP SHAPE INVOICE TO END CONTRACTOR		
Labour, Materials & Other		477.01
Client Subsidy		0.00
Administration		20.00
Insurance		2.99
Sub-Contractor Costs		500.00
VAT		75.00
Total Invoice		575.00

The value of the contract works

Breakdown of Labour and Non-Labour revenue included in the contract works

SELF EMPLOYED SUB-CONTRACT REMITTANCE ADVICE / SELF BILLING INVOICE			
Total Payment		477.01	
Inc. Materials / Other		0.00	
LESS: CIS Deductions		95.40	
Total Payment Due		381.61	
ADD: VAT		0.00	
Additions / Deductions		37.50	(CSCS Test Refund)
Total Payment Made		419.11	

CIS Tax deducted based upon your current tax status as verified with HMRC (where applicable)

The reason for you receiving any Additions / Deductions with this pay

The expenses you submitted that may be allowable

STATEMENT OF ESTIMATED TAX POSITION		
	Current Payment	Year To Date
Gross Earnings	477.01	4,770.10
Less: Expenses	50.00	500.00
Net Earnings	427.01	4,270.10
Tax on Net Earnings	60.50	604.98
Class 2 NI	2.40	24.00
Class 4 NI	25.36	253.60
Net Earnings after Tax	338.75	3,387.5
CIS Deducted at Source	95.40	954.02
Estimated taxes owed	88.26	882.59
Expected Tax Refund/(Owed)	7.14	71.43
Retention	477.01	N/A

The statement of estimated tax position is an indication only of the current tax position based upon the available information provided to us at the time it has been issued. The final tax position will be determined when performing the yearly tax return after a full reconciliation is performed on the years transactions from all sources.

Your approximate tax position based upon estimated tax owed against any CIS already deducted at source

The running totals of your payments for the tax year (from the 6th April to the 5th April)

The expected amount of tax to be refunded (or owed) for the tax year to date, based on a summation of the estimate refund (debt) for each pay period since 6th April