

Remittance explanation (example assuming Self Employment)



Your name and the CIS tax status you have been verified at, your UTR and the verification code, and the National Insurance number you supplied

SUB-CONTRACTOR DETAILS			
Sub-Contractor:	Smith, John	Payment Period:	One Week to 01 Oct 2010
CIS Tax Status:	Standard	Transaction Date:	06 Oct 2010
CIS Number (UTR):	0123456789	Payment Method:	BACS (Two Working Days)
CIS Verification:	V0123456789	Payment Date:	08 Oct 2010
NI Number:	AB123456C		

The period of the contract works and the date your transaction was processed

The method of payment and the expected time for that payment to go through and expected payment date.

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

SHIP SHAPE INVOICE TO END CONTRACTOR	
Labour	477.01
Materials	0.00
Expenses	10.00
Administration	20.00
Client Subsidy	0.00
Insurance	2.99
Sub-Contractor Costs	510.00
VAT	89.25
Total Invoice	599.25

Contract works are discounted to allow for contract administration services and £2.99 per week for insurance (only in weeks that you work)

The value of the contract works

SELF EMPLOYED SUB-CONTRACT REMITTANCE ADVICE / SELF BILLING INVOICE	
Labour	477.01
LESS: CIS	95.40
ADD: Materials	0.00
ADD: VAT	0.00
Total Payment Due	0.00
Expenses	10.00
Bank Charges	0.00
Advances	0.00
Additions / Deductions	- 29.99
Comments	(Ship Shape CSCS Test)
Total Payment Made	457.02

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

Additions / Deductions you received with this pay

The reason for any Other Additions / Deductions you received with this pay

The expenses you submitted that may be allowable

Estimated tax and NI on earnings

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

STATEMENT OF ESTIMATED TAX POSITION		
	Current Payment	Year To Date
Gross Earnings	477.01	12,879.27
Less: Business Expenses	50.00	1,350.00
Net Earnings	427.01	11,529.27
Tax on Net Earnings	60.50	1,633.45
Class 2 NI	2.40	64.80
Class 4 NI	25.36	684.74
Net Earnings after Tax	338.75	9,146.28
CIS Deducted at Source	95.40	2,575.85
Estimated taxes owed	88.26	2,382.99
Expected Tax Refund(Owed)	7.14	192.86
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.

This is the estimated amount generated by you in the latest assignment period and retained against your standard of work and professional and workmanlike conduct as a bona fide sub contractor.

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