Instruction Document – AFT Authorised Surplus

Please Note: Labels marked in **Red** in this document indicates mandatory fields and should be completed (filled up) in the spreadsheet.

Please ensure you fill in the Name details relevant to the Employer's type .

If the Employer type is an Individual, please fill in the Title, First Forename, Second Forename and Surname details. If the Employer is an Organisation, please fill in the Organisation Name.

AG1   Individual Title :   (Optional)
Enter here the title of the Individual, eg.: Mr, Mrs, Miss, Ms.

Please note that no 'spaces' are allowed between any characters and the length should not exceed more than 4 characters.

AG2   Individual First Forename :   (Optional)
Enter here the Individual's first name. This field is mandatory, if Individual details are provided.

You should only use characters defined in the Schema i.e. A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the Individual's Forename.
1. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
2. **.** full stop
3. **,** comma
4. **_** underscore
5. **( )** opening and closing parenthesis
6. **/** Forward slash
7. **0** zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10.**?** question mark

Please note, if Individual's First forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you not think this is appropriate, you must ensure that the forename does not contain any space in it.

AG3   Individual Second Forename :   (Optional)
Enter here the Individual's Second forename.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, hyphen or apostrophe.

Please note that 'spaces' are not allowed between the characters and the length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the Individual's Forenames.
1. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe.
2. **.** full stop
3. **,** comma
4. **_** underscore
5. **( )** opening and closing parenthesis
6. **/** Forward slash

7. **0** zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10.**?** question mark.

Please note, if Individual's Second forename has a space in between, we will add a hyphen onto it, in order to avoid the e-filing validation rejection. Should you not think this is appropriate, you must ensure that the forename does not contain any space in it.

AG4   Individual Surname :   (Optional)
Enter here the Individual's Surname. This field is mandatory, if Individual details are provided.

You should only use the characters defined in the Schema i.e. A-Z upper or lower case, digits 0-9, comma, full stop, forward slash, ampersand, hyphen, space, apostrophe and brackets.

The length should not exceed more than 35 characters.

Please note, the special characters listed below **must not be used** when you enter the Individual's Surname
1. Please do not include leading or trailing spaces when you enter the Surname. For example, if the Surname is O'Connor, do not include a space before O'Connor or after O'Connor
2. ` This is not an apostrophe. This is a grave accent. Please do not use this special character instead of an apostrophe. For example, if the surname is O'Connor, the apostrophe must be entered as O'Connor, not as O`Connor
3. leading spaces.
4. * asterisk
5. 0 zero (in place of the alphabet O) - the first character must be alpha.

AG5   Organisation Name :   (Optional)
Enter here the Organisation Name. The length should not exceed 255 characters.

AG6   CRN :   (Optional)
Enter here the Company Registration number (CRN) of the Employer.

The Employer's Companies Registration Number must be in the following format :

1. 8 numbers starting with '0' or
2. One of the following prefixes followed by 6 numbers :
AC, BR, FC, GE, GN, GS, IC, IP, LP, NA, NF, NI, NL, NO, NP, NR, NZ, OC, RC, SA, SC, SF, SI, SL, SO, SP, SR, SZ, ZC, Single letter R .

AG7   Address Line 1 :   (Mandatory)
Enter here the Employer's address Line 1. This field is mandatory.

A single address line can contain a maximum of 35 characters including spaces.

AG8   Address Line 2 :   (Mandatory)
Enter here the Employer's address Line 2. This field is mandatory.

AG9   Address Line 3 :   (Optional)
Enter here the Employer's address Line 3, if present.

AG10   Address Line 4 :   (Optional)
Enter here the Employer's address line 4, if present.

AG11   Postcode :   (Optional)
Enter here the postcode of the Employer's address e.g. EP1 3SO.

Please note that the Postcode should not exceed 8 characters.

A12   Country : (Mandatory)

Enter here the Country of the Employer's address. This field is mandatory.

Please note that the Country should not exceed 35 characters.

AG13   Payment Date (DD/MM/YYYY) : (Mandatory)

Enter the date on which the payment to the Employer was made.

Please note,
1. It must be a valid calendar date .The date can be in a **YYYY-MM-DD or DD/MM/YYYY   or   DD/MM/YY** format.
2. The date entered, must fall within the reporting quarter specified in the Accounting for tax return .

AG14   Amount of tax at the rate of 35% due and payable : (Mandatory)

Enter the amount of tax due at the rate of 35% in relation to this Employer.

Please note the following when you enter the amount:
1. It must be in whole pounds .
2. It must be greater than or equal to one. Negative figures are not allowed.
3. A thousand comma separator within the figure is not allowed.
e.g. the figure 1,234.00 is invalid and it should be entered as 1234.00 without the comma.