

Supporting Document - CIS Verification Request Contractor

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

P1 Sender : (Mandatory)

Select the appropriate option from the drop down list (Individual, Company, Agent, Bureau, Partnership).

P2 UTR (Unique Taxpayer Reference) : (Mandatory)

Enter here the Contractor's UTR (Unique Taxpayer Reference).

Please note that the length should not exceed 10 digits and the UTR format should only be numeric.

P3 Accounts Office Reference : (Mandatory)

Enter here the Contractor's Accounts Office Reference (AORef) number.

Please note,

1. The AORef field length must not exceed 13 characters
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 alphanumeric

P4 Declaration : (Mandatory)

'Can you confirm that a tender is accepted/contract agreed order placed for all of the Subcontractors to be verified ?'

Please note, this must be answered "yes" .

P5 PAYE Reference (Tax Office Number/Tax Office Reference) : (Mandatory)

Enter here the PAYE reference of the Contractor.

P6 Contractor Name : (Optional)

Enter here the Contractor's Name. Please note the characters length should not exceed more than 35 characters.