

Supporting Document - CIS Verification Request Subcontractor

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

Q1 Action : (Mandatory)

Enter here the Action, either 'match' or 'verify'. Use 'verify', if the Subcontractor is a new Subcontractor.

Q2 Type : (Mandatory)

Enter the Subcontractor's Business Type, whether it is sole trader, partnership, company or trust. This field is mandatory .

Q3 Works Reference : (Optional)

Enter here the subcontractor's Works Reference. This is optional.

Please note that the Works Reference can be alphanumeric and should not exceed more than 20 characters in length.

Please ensure you fill in the Name details relevant to the Subcontractor's business type (sole trader, partnership, company or trust). Fill in the details for EITHER an Individual (Title, First Forename, Second Forename and Surname) OR Trading Name. Do not fill in the details of both.

Q4 Title : (Optional)

Enter here the Title of the Subcontractor. Eg: Mr,Mrs,Miss,Ms.

Please note, a 'Space' is not allowed in between the characters and the length should not exceed 4 characters.

Q5 First Forename : (Optional)

Enter here the Subcontractor's first name.

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

Please note that a 'Space' is not allowed in between the characters and the length should not exceed more than 35 characters.

Please note, the below mentioned special characters **must not be used** when you enter the Forename.

1. ` This is not an apostrophe, it 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

Q6 Second Forename : (Optional)

Enter here the Subcontractor's Second forename.

If the 'Trading Name' is completed, an entry is not allowed in this field.

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

Please note that a 'Space' is not allowed in between the characters and the length should not exceed more than 35 characters.

Please note, the below mentioned special characters **must not be used** when you enter the Forenames.

1. ` This is not an apostrophe, it 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 parentheses
6. / Forward slash
7. 0 zero (in place of alphabet O)
8. 1 2 3 numbers
9. * asterisk
10. ? question mark.

Q7 Surname : (Optional)

Enter here the Subcontractor's Surname.

Only the characters defined in the schema should be used i.e. A-Z upper or lower case, digits 0-9, comma, period, forward slash, ampersand, hyphen, space, apostrophe and brackets.

Please note, the length should not exceed more than 35 characters.

Please note, the below mentioned special characters **must not be used** when you enter the 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, it is a grave accent. Please do not use this special character instead of an apostrophe. For example, in a surname the apostrophe must be entered as O'Connor, not as O`Connor
- * asterisk
3. 0 zero (in place of the alphabet O) - the first character must be alpha.

Q8 Trading Name : (Optional)

Enter here the Subcontractor's Trading Name.

Use this field to supply the Subcontractor Name where the name is not a personal name (e.g. any Company Name, Trust Name, Partnership Name or Trading Name). If there is any doubt over whether a name is a personal name or not, then enter the name details in this field.

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

Please note that the length should not exceed 56 characters.

Q9 UTR (Unique Taxpayer Reference) : (Optional)
Enter here the Subcontractor's Unique Taxpayer Reference.

The UTR should be 10 digits long and must be numeric.

Q10 CRN (Company Registration Number) : (Optional)
Enter here the Company Registration Number if present. This field is not case-sensitive.

Please note that the company registration number must be in one of the following formats

(a) Characters 1-2 must be alpha
Characters 3-8 must be numeric

The numeric field must have at least 1 digit and not more than 6

or

(b) Characters 1-8 must be numeric

The numeric field must have at least 1 digit and not more than 8

Q11 NINO (NI Number) : (Optional)
Enter here the Subcontractor's National Insurance Number (NINO). If the NI number is not known leave it blank. This field is not case-sensitive.

The NINO should be in the format AANNNNNNA,

- the first character must be alpha excluding D, F, I, Q, U, V
- the second character must be alpha excluding D, F, I, O, Q, U, V
- the last character must be A-D or a space
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Q12 Partnership Name : (Optional)
Enter here the Subcontractor Partnership Name. This is to be entered only if the business type for the Subcontractor is 'partnership'.

Q13 Partnership UTR : (Optional)
Enter here the Subcontractor UTR (Unique Taxpayer Reference). This is to be entered only if the business type for the Subcontractor is 'partnership'.

Q14 Address Line 1 : (Optional)
Enter here the Subcontractor's address, if available. This field is optional.

Please note the following when you enter the address

1. The address should be a maximum of 4 lines including the postcode
2. A single address line can contain a maximum of 35 characters including spaces.
3. Please do not enter any invalid characters as listed for Surname and Forename.
4. Please do not leave any line empty.

Q15 Address Line 2 : (Optional)
Enter here the Subcontractor's address.

Q16 Address Line 3 : (Optional)
Enter here the Subcontractor's address.

Q17 Address Line 4 : (Optional)
Enter here the Subcontractor's address.

Q18 Postcode : (Optional)
Enter here the postcode of the Subcontractor's address e.g. EP1 3SO.
Please note that the Postcode should not exceed more than 8 characters.

Q19 Country : (Optional)
Enter here the Country of the Subcontractor's address.

Q20 Contact Telephone : (Optional)
Enter here the Contact Number of the Subcontractor, if available.

What is the minimum data required for an online verification?

The following table summarises the logic for verification requests for both 'match' and 'verify' actions:

	Action	Subcontractor (or Partner) UTR	Subcontractor (or Partner) Name	NINO	CRN	Partnership Name	Partnership UTR
Sole Trader	Verify	O	M	O	N/A	N/A	N/A
	Match	M	M	O*	N/A	N/A	N/A
Company	Verify	O	M	N/A	O	N/A	N/A
	Match	M	M	N/A	O*	N/A	N/A
Trust	Verify	O	M	N/A	N/A	N/A	N/A
	Match	M	M	N/A	N/A	N/A	N/A
Partnership	Verify	O	M	O	O	M	O
	Match	O*	M	O*	O*	M	M

Legend: **O** = Optional, **M** = Mandatory

*** Notes**

In exceptional cases some Sole Traders will not have NINOs in this case no NINO should be provided (that is the NINO element should be omitted). Similarly some companies may not have CRNs and no CRN should be provided (that is the CRN element omitted).

For partnerships to get a successful match the verification request must contain one of partner UTR or CRN/NINO (plus Partner Name, Partnership Name and Partnership UTR)

*** Important : The maximum number of subcontractors for one Verification Request submission is 100 .**