

# Sub contractors management (CIS)

Access simplifies the calculation of all Construction Industry Scheme (CIS) payments and automates the production of HMRC returns. It's the simplest, quickest way to meet all statutory obligations imposed by the CIS, whilst minimising disruption to other payroll processes within your business. Because we have an in-depth understanding of the market, we've developed a system that provides best-fit functionality: streamlining processes put in place by official third party and government bodies in one simple module.

The screenshot shows a software window titled "CIS - Subcontractor". The form contains the following fields and values:

- Reference: CIS102
- Name: John Carter
- Tax Status: Standard
- UTR: 7584714788
- Company Reg. No.: 28417471
- CIS300 Name: Carter Brothers Electrical
- Verification No.:
- Partner's UTR: 1730093254
- NI Number: YA657843D
- Date Matched: 30 MAR 2011
- Title: Mr
- Surname: Carter
- Forename 1: John
- Forename 2:
- Partner's Address: 62 Leonards Avenue, London
- Postcode: EC1V 2RX

**Streamline CIS compliance:** the CIS tab contains all the tax treatment information you need, from tax status and UTR to CIS300 and NI number.

## A fully compliant system

### Validating your sub-contractors

Within the system each sub-contractor record holds detailed information: tax status, Unique Tax Reference (UTR), and CIS300 Name. All this information is automatically matched and validated online directly with HMRC. Also, as sub-contractor information goes out of date, the system automatically pulls together a list to be verified by you the next time you connect to HMRC. Available as standalone (SelectPay) or as part of your whole business solution (Access Dimensions).

### Making payments

Every sub-contractor payment can be broken down into taxable and non-taxable elements by payment type. For example, as you enter transaction details, each element can be flagged as labour, subsistence, materials etc.

Recording every payment type enables the system to keep accurate and up-to-date tax records of all your cost areas for you.

### Updating the accounts

You can update your accounts system in a number of ways: payment details can be exported as a separate file to use in your accounts system, or they can be printed as a paper report, or linked directly into Access Dimensions.

### Payment & deduction statements

As per HMRC requirements, our system includes a pre-formatted template report for contractors to issue monthly statements to their sub-contractors showing payments made and tax deducted. Historic (duplicate) statements of payments and deductions can also be produced at any time.

## Key benefits

Comply with legislation with minimum effort

Automated submissions to HMRC

Avoid HMRC queries by getting it right first time

## Records

Access mirrors the structure of the main payroll system, with all the necessary additions to functionality needed for compliance. For example, six user-definable sort keys are provided for comprehensive analysis of CIS payments, and images can be attached to the record itself or retained as electronic attachments.

## Monthly reporting

Late submission of – or failure to submit – the CIS300 monthly return could result in up to a £3000 penalty. We'll make sure that never happens as this module provides a CIS300 report which can be submitted online or used to complete the HMRC paper return. Plus online submissions have the added benefit of an automated confirmation from HMRC to say that the form has been received and/or processed.

## Statutory returns

PAYE deducted at month and year end automatically updates the statutory returns (P32 & P35). Within the payroll module, there is also a field for offsetting withheld PAYE. This can be used by companies that are themselves subcontractors.

## Who we are

Access UK is a specialist software developer and consultancy business with over 20 years' experience. Our team of expert accredited consultants operate across the UK and Ireland. Aside from an impressive array of software awards, we're also ranked 85th in The Sunday Times 100 Best Companies to Work For 2011.

Proudly independent, all our software is developed in the UK, supported locally and accessible globally. Our solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. At every level.

Already field-leaders in accounting and finance, Access also offers solutions for manufacturing and distribution, professional services automation, carbon emissions measurement, reporting, payroll, document management, service management and CRM.

With Access software behind you, you can build business quicker. Call us to discuss how we can boost productivity, cut costs and save time.

## Key features

Online validation: automatically match and verify your sub-contractors

Automatic calculations: calculates and deducts the amount of tax withheld & CITB levy in accordance with HMRC first time

Unlimited records: keep records on all sub-contractors both past and present at no extra cost

HMRC proof of receipt: system retains proof from HMRC of CIS300 submission

## Further information

If you would like to know more about the Access software portfolio, call us on **01206 322575**, email **info@theaccessgroup.com** or visit our website **www.theaccessgroup.com**