

[Your business name]

[Street address]
[Town, postcode]
[Email] · [Phone]

CIS PAYMENT AND DEDUCTION STATEMENT

Contractor: [Contractor name]
Employer's reference: [123/AB45678]
Tax month ending: 5 [Month] [Year]
Subcontractor UTR: [0000000000]
Verification number: [Only if deducted at 30%]

SUBCONTRACTOR

[Subcontractor name]
[Address]

Gross amount paid (excluding VAT)	£2,450.00
Less cost of materials	£650.00
Amount liable to deduction	£1,800.00
Amount deducted (20%)	£360.00
Amount payable	£2,090.00

NOTES

Keep this statement: the amount deducted is claimed on your Self Assessment return.
Payment dates this month: [DD/MM/YYYY]