

CIS SERVICES

Garbetts offers a CIS compliance service from its Brading office to encompass the new CIS legislation that comes into operation 6 April 2007.

There are two tiers of service available:

1. Comprehensive service:

- Verification of new subcontractors
- Monthly statements for the subcontractors (CIS voucher substitute)
- Monthly return completion and submission

Suitable for clients for who want to be relieved of all the stress and strains of the new CIS rules

2. Basic service

- Monthly return completion and submission

More suitable for clients for have a more hands-on approach and are able to handle the verification of all new subcontractors and preparation of monthly statements for all subcontractors paid in the period

Our service does not cover:

- Maintenance of primary records (record keeping, payment schedules)
- Matters relating to contracts of engagement and status issues or advice
- HMRC queries on status matters
- Site attendance for CIS compliance audits.

We are able to supply specimen contracts for guidance, however if you feel you need more detailed advice on contracts, you will need to take advice from an employment law specialist/solicitors or ACAS (08457 474747).

Pricing:

Subcontractors	Comprehensive service	Basic Service
1 –10	£50	£25
11 - 20	£100	£50
21 - 30	£150	£75
31 - 40	£200	£100
41 - 50	£250	£125

The service will be paid via a standing order mandate payable monthly to Garbetts Ltd. There will be a periodic review of the average number of subcontractors to ensure that the standing order being operated is correct.

Service

To ensure that the preparation of the CIS service runs smoothly, we require the following to be sent by the client. The details of the gross amount, material costs and CIS deductions must be sent to us by fax or email or letter by 10am at least 7 days before the 19th of the month (i.e. 12th) and must be strictly adhered to. There will be no reminder telephone calls from Garbetts' staff if you are near to missing your submission deadline.

Please be aware that if your subcontractor details reach our office after this agreed time we may not be able to offer you the level of service that we wish to give to our clients as we cannot guarantee the monthly return would be completed and submitted in time, so there is a potential risk of a penalty for late receipt by HMRC. If the details are continually sent to our office late, we may have no alternative but to withdraw this service.

Not only do your usual subcontractors need to be included on the monthly returns but also any other eligible/occasional specialist service provider (i.e. scaffolding etc).

All figures exclude VAT. We reserve the right to re-negotiate charges where particular circumstances dictate.

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