



TRUST • CARE • COMPLIANCE

CIS Service Guide

0800 195 3750 | info@ics.me.uk





A guide to our CIS Service

Independent Contractor Services (ICS) was established in 2002 to provide accountancy and tax services to contractors in the UK.

We are now one of the leading accounting and administration consultancies and have helped many hundreds of contractors working in dozens of industry sectors, including construction and engineering.

Introducing our CIS Service

The Construction Industry Scheme (CIS) was introduced by the Government to set rules about how payments are made for construction work.



We introduced our CIS Service to help contractors that wish to provide services to the construction sector, or that are already working within CIS. By working through our CIS Service contractors can benefit from typical tax rates of 20% (subject to individual circumstances) without the burden of endless paperwork.

With rates at just £24 a week (or £70 a month), our service is a highly cost effective way to work within CIS.

Below we have outlined the most commonly asked questions about CIS and our CIS Service, which we hope you find useful. If you would like any additional information please do let us know by contacting us on freephone 0800 195 3750 or by emailing info@ics.me.uk.

How do I register for CIS?

There are two steps. Firstly, if you have not done so already, register for self-employment by calling HMRC on 0845 915 4515 (opening times are 8am-8pm on Monday to Friday, and 8am-4pm on Saturday and Sunday). You will then be sent a Unique Tax Reference (UTR) number.

Secondly, after you receive your UTR number, call 0845 366 7899 to register for CIS (opening times are 8am-8pm, 7 days a week). You will need your National Insurance number for this call. After completing the above two steps call ICS free on 0800 195 3750.

What if I am already registered for CIS?

If you are already registered for CIS we can help you look after your affairs immediately. Simply call 0800 195 3750.

What do I need to sign-up with ICS?

Signing-up with ICS is simple. Call us free on 0800 195 3750 and we will provide you with a registration form. We will also need a signed copy of your contract and some photo identification (e.g. your passport). If you are registered for VAT please also inform us of your VAT number. After we have verified your details with HMRC we can commence paying you.

How do I know when I've been paid?

On the same day we process your payment, we will email you. We will also provide you with a tax deduction voucher showing your gross payment and the tax deducted under CIS. You will need to keep this voucher as evidence of tax deducted which can then be set off against your tax liability when your Tax Return is submitted.

How do expenses work?

ICS can assist with managing your expenses – simply complete our expenses form and you may receive a tax refund depending on your individual circumstances. Expenses are subject to tax relief.

Will I need to keep receipts?

Yes, it is very important that you keep receipts for any expenses, including fuel receipts for mileage and for any subsistence during the day. If you are found to have claimed expenses that don't have a corresponding receipt, you may be penalised by HMRC for doing so, as well as any additional penalties HMRC may impose.





How much tax will I pay through CIS?

This is dependent on your CIS status, but is usually set at 20% (CIS4) if you have been verified for CIS.

What about National Insurance?

As a self-employed contractor you will pay Class 2 and Class 4 National Insurance contributions.

The current rates are as follows:

- Class 2 National Insurance contributions are paid at a flat rate of £2.40 a week.
- Class 4 National Insurance contributions are paid as a percentage of your annual taxable profits - 8 per cent on profits between £5,715 and £43,875, and a further 1 per cent on profits over that amount.

Class 2 National Insurance contributions are paid either monthly by Direct Debit or by quarterly bill. Class 4 National Insurance contributions are paid when you pay your Income Tax. If your profits are expected to be less than £5,075 you may not have to pay Class 2 National Insurance contributions.

What do I need to do about Self Assessment?

As a self-employed contractor it is necessary to file your Self Assessment Tax Return by 31 January of each year if done online, or the previous 31 October if not submitted online. Fixed penalties are imposed if these deadlines are not met. The tax you pay will be calculated after you claim your expenses. ICS can complete your tax return for you – just ask for a quote.

What do I do if I wish to leave you or my circumstances change?

Once you have informed us that you are leaving, we will collect all outstanding funds and make a final payment to your bank account.

Is there a minimum period I must work through you?

No, there is no lock in period – you can leave at any time without penalty.

Key benefits of choosing our CIS Service

- ✓ Same day payments into your bank account when we receive payment from your client
- ✓ Dedicated account manager available between 8am and 6pm every working day
- ✓ All your contract administration and invoicing undertaken by our highly experienced team
- ✓ Competitive rates at just £24 per week or £70 per month
- ✓ Fixed fee structure with no extra charges, set up fees or exit penalties
- ✓ Freephone number and freepost address
- ✓ Access to a fully qualified in-house accountant
- ✓ Clear, honest and jargon free advice whenever you need it
- ✓ A range of additional services including full bookkeeping

Our commitment to you

ICS is led by two guiding principles: *care* and *compliance*. We make sure we get the basics right – from ensuring you are paid the correct amount at the right time, to being available when you need any advice.

Our team of experts in employment and tax law includes a leading Law Firm and one of the 'Big Four' accountancy firms to ensure full compliance with all current legislation and regulations.

We help you to enjoy all the benefits of working as a contractor, without the paperwork and organisational headaches.

This means you can get on with your job without distraction.



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