



Subcontractor CIS Verification Form

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1. Overview

This form collects the information needed by Asletts Design & Build to verify a subcontractor under the Construction Industry Scheme (CIS) before first payment. Please enter the legal name and identifiers exactly as registered with HMRC. Complete only the fields that apply to your business type. The contractor will use the information supplied to obtain the CIS payment status and verification reference from HMRC.

Business type - tick one:

☐ Sole trader
 ☐ Limited company
 ☐ Partnership
 ☐ Other unincorporated body

2. Subcontractor Details

Legal name / registered name known to HMRC			
Trading name known to HMRC (if different)			
Business address			
Postcode		Contact name	
Telephone number		Email address	

3. CIS Verification Information

Unique Taxpayer Reference (UTR) - 10 digits	
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Complete the identifier that applies to the business type:

National Insurance No. (sole trader / individual partner)		Company Registration No. (company)	
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If a sole trader has not yet been allocated a National Insurance number, CIS verification may still be possible using the other HMRC details.

4. Partnership Details (complete only if subcontractor is a partner / partnership)

Partnership / firm name known to HMRC			
Partnership UTR - 10 digits			
Name of partner being paid on behalf of the partnership			
Partner's UTR (if individual/company)		Partner's NINO (if individual)	
Partner company's CRN (if the partner is a company)			

5. Declaration

I confirm that the information supplied on this form is complete and accurate and that the legal name, UTR and any National Insurance number, company registration number or partnership details shown above are the details registered with HMRC for CIS purposes. I understand that incorrect or incomplete details may prevent successful verification and may result in deductions being made at the higher CIS rate until verification is completed.

Name of person completing form			
Role within organisation			
Signature / typed name		Date	