

CITB needs your help

CITB is working closely with an employer-led Levy Working Party and the Consensus Federations to simplify the Levy and need some extra help from xxxxx members!

A number of possible options are being looked at which we think could simplify the sub-contractor payments employers have to declare on their Levy Return by using information they already have to provide to HMRC.

Before recommending changes, we need to make sure that they would work and make life easier for employers. To do this, we need to test our plans using real employer data.

To get the data collection started, we recently sent round an e-mail asking some employers to complete an online template. We have had a good response, but if we are to test the options rigorously and make sure that they will work we need more responses particularly from businesses with less than 50 employees.

So, if you haven't provided your data already it would be great if you could fill in the form below and return it **as soon as possible**.

You can do this by faxing it to 0300 456 7536 or by post to Colin Chaplin - Levy Development Manager, Building 44, CITB, Bircham Newton, Kings Lynn, Norfolk. PE316RH.

Alternatively you can submit the data electronically by emailing it to levy.simplification@citb.co.uk ensuring you include your business name and CITB registration number.

Please title your email "**Levy simplification – xxxx member**" so we can ensure your data is captured correctly.

Information you provide is done so in confidence and is for research purposes only. It will have no effect on the amount of Levy you currently pay.

Thank you for your support with this important research.

Business Name:

CITB reg. no:

Total CIS Payments	Tax Deducted as per CIS300s
This is the total of <u>all</u> payments to <u>all</u> sub-contractors as shown on the 12 monthly CIS300s in the year to 5th April 2012	This is the total tax deducted from sub-contractors as declared on the 12 monthly CIS 300s in the year to 5th April 2012
£	£