

**CONTRACTOR'S NOTIFICATION FORM - INDIVIDUALS**

NAME \_\_\_\_\_

TRADING NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Post Code \_\_\_\_\_

CORRESPONDENCE ADDRESS  
*(if different from above)*

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone	_____	Mobile	_____	Email	_____
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NATURE OF BUSINESS \_\_\_\_\_

HAVE YOU ENGAGED SUBCONTRACTORS? *(see note 1 overleaf)*

If **YES**, please confirm date of engagement \_\_\_\_\_

A Form C20 (Subcontractors Commencing) should be enclosed with this application for each subcontractor engaged.

Number of C20 Forms enclosed \_\_\_\_\_

If **NO**, please confirm the likely date of engagement \_\_\_\_\_

IF YOU HAVE ENGAGED AN AGENT TO DEAL WITH YOUR CONTRACTOR TAX AFFAIRS, PLEASE CONFIRM THE FOLLOWING: \_\_\_\_\_

AGENT NAME \_\_\_\_\_

AGENT ADDRESS \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone	_____	Mobile	_____	Email	_____
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**DECLARATION**

Personal details on this form will be used by officers working in the Income Tax Division of The Treasury for the purposes of maintaining your Income Tax and National Insurance records. This information may also be shared with third parties such as those stated within the privacy notice below.

I confirm that the information given is, to the best of my knowledge and belief, true and correct.

Signed ..... Date .....

Print Name .....

## **IMPORTANT INFORMATION**

1. A contractor is obliged to notify the Income Tax Division of the intention to become a contractor within 14 days of making their first payment to a subcontractor. Failure to notify within the specified time may result in a penalty of £250 being charged.
2. A contractor is obliged to submit a C20 (Subcontractor Commencing) form in respect of each subcontractor engaged within 14 days of their engagement. This form should be fully and accurately completed. Failure to submit a completed form within the specified time may result in a penalty of £250 being charged.
3. Full details of your obligations as a contractor with regard to record keeping, return submission, making of payments and general compliance can be found in the contractor's guide (GN21), which can be found at [www.gov.im/incometax](http://www.gov.im/incometax).

**Privacy Notice:** To find out more about how we collect and use personal information, contact our office or visit our website at: [www.gov.im/treasuryprivacynotice](http://www.gov.im/treasuryprivacynotice). We will send you a paper copy if you telephone us or write to us using the contact details provided on this form.

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### **For Official Use Only**

Client Pick Up and C20 Linked

Package Issued:     Letter     Remittance Card     C11s & Serial Numbers \_\_\_\_\_

File Created