

CONTRACTOR'S NOTIFICATION FORM - COMPANIES

NAME _____

TRADING NAME _____

REGISTERED OFFICE _____

CORRESPONDENCE ADDRESS
(if different from above) _____

			Post Code	
Telephone		Mobile	Email	

NATURE OF BUSINESS _____

COMPANY OFFICIALS

Please provide the full name and address of the company secretary and of all company directors. If there is insufficient space please attach a separate sheet to the form.

Company Secretary Details

Name _____

Address _____

Post Code _____

Company Director Details

Name _____

Address _____

Post Code _____

Name _____

Address _____

Post Code _____

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	
-----------	--	--------	--	-------	--

DECLARATION

(To be completed by a company director or company secretary)

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
Company secretary or director

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.

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. We will send you a paper copy if you telephone us or write to us using the contact details provided on this form.

For Official Use Only

Client Pick Up and C20 Linked

Package Issued: Letter Remittance Card C11s & Serial Numbers _____

File Created