

The Treasury Yn Tashtey

Assessor of Income Tax
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Income Tax Division

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CONSTRUCTION INDUSTRY TAX DEDUCTION SCHEME

APPLICATION FOR EXEMPTION FOR AN INDIVIDUAL RESIDENT IN THE ISLE OF MAN

For Official
Use

1. NAME _____
2. TAX REFERENCE _____
3. ADDRESS _____

4. CONTACT TELEPHONE NUMBER _____
5. TRADING NAME _____
6. PLACE FROM WHICH BUSINESS CARRIED ON _____

7. NATURE OF BUSINESS _____
8. DATE COMMENCED SELF-EMPLOYMENT _____
9. NAME AND ADDRESS OF ACCOUNTANT _____

10. ANNUAL DATE TO WHICH ACCOUNTS PREPARED _____
11. DO YOU REQUIRE A WORK PERMIT? (If yes please provide a copy)
12. HAVE YOU REGISTERED AS SELF EMPLOYED AND MADE ARRANGEMENTS TO PAY CLASS 2 NATIONAL INSURANCE PAYMENTS?
13. WILL YOU BE ENGAGING SUB-CONTRACTORS?
14. WILL YOU BE ENGAGING EMPLOYEES?

PLEASE NOTE THAT PERSONAL DETAILS ON THIS FORM WILL BE SHARED BETWEEN THE INCOME TAX AND SOCIAL SECURITY DIVISIONS OF THE TREASURY FOR THE PURPOSES OF MAINTAINING YOUR INCOME TAX, NATIONAL INSURANCE AND SOCIAL SECURITY RECORDS.

I WISH TO APPLY FOR PAYMENTS FALLING WITHIN THE CONSTRUCTION INDUSTRY TAX DEDUCTION SCHEME TO BE MADE GROSS.

SIGNED _____ DATE _____

CONSTRUCTION INDUSTRY TAX DEDUCTION SCHEME SUBCONTRACTOR'S TAX EXEMPTION CERTIFICATES

The tax exemption certificate authorises main contractors to make gross payments (i.e. without any deduction of income tax) to subcontractors, and is issued by the Assessor of Income Tax on a **concessionary basis**. A subcontractor's tax exemption certificate will not be issued by the Assessor unless the conditions set out below are satisfied.

Individuals:

- must have been registered for Manx resident income tax for at least 6 months
- must provide a copy of a current self-employed work permit if applicable
- must be registered for Class 2 National Insurance contributions
- must not have any outstanding income tax return forms
- must not have any unpaid balances of income tax (including payments on account), Class 4 National Insurance (including payments on account), late return penalties or interest
- if registered as an employer, contractor or third party payer on the Island, must have all remittance payments and returns up to date and no other unpaid balances.

Withdrawal or refusal of subcontractor's tax exemption certificates

The Assessor reserves the right to refuse or withdraw an exemption certificate should any of the following circumstances apply:

- if, at any time, the certificate holder fails the relevant compliance checks listed above and fails to bring their affairs up to date when asked
- if, at any time, the Assessor is satisfied that there has been misuse of any exemption certificate issued
- if, at any time, the Assessor considers that the issuing of an exemption certificate would result in there being a serious risk to Government revenue e.g. where there has been a history of business failures and associated non-compliance by any of the applicants.

Tax exemption certificates contain a **photograph** of the applicant or authorized user. This photograph will be taken by a staff member of the Income Tax Division at the time the application is being made. Alternatively if you are unable to personally attend the Division you may forward a passport sized photograph with your application form.

Subcontractors should note that if a tax exemption certificate is issued, they are still liable to pay income tax via their tax assessment, and it is important that provision is made to ensure that any tax liabilities can be paid by the due date.

For further information contact the Income Tax Division on (01624) 685400

Privacy Notice: To find out more about how we collect and use personal information, contact our office or visit our website 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.