

# Notes for completion of form OCR S18 (LA)

## 1. General information

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### 1.1 What the form may be used for

The OCR S18-LA form covers two types of return on one piece of paper. You may use it to:

- report the information required by section 18 Taxes Management Act 1970 (called hereafter "s18"); or,
- make a return under the Reporting of Savings Income Information Regulations 2003 (called hereafter "SIR").

Only put the information for one type of return on any one paper form. Your return will not use all the boxes on the form because some are for use by the other type of return.

### 1.2 Who may use these forms

You should only use the OCR S18 (LA) form if your institution reference number begins with an L. Alternatively, you can use the S17 spreadsheet or the S17 magnetic media specifications to submit your return on magnetic media or via or online filing system SET. The magnetic media specifications and spreadsheet are on our website at [www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm](http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm).

### 1.3 These Notes

<b>The other parts of these notes ...</b>	<b>... tell you about ...</b>
<b>Section 2</b>	how to use the form to report payments for s18
<b>Section 3</b>	how to use the form to report payments under SIR.
<b>Section 4</b>	Allowable character sets and contact information

## 2. Reporting information under S18

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### 2.1 How many forms will I need?

**Only** complete **one form** for each transaction (or aggregate of transactions) **except** where:

- you paid or received the interest on behalf of 2 or more individuals with different reportable addresses; or,
- 2 or more individuals, with different reportable addresses, are beneficially entitled to a payment from an AIF and they have given you valid R105 NOR declarations.

In these cases you should complete 2 forms, one for each reportable person or one each for the first two reportable persons. If you make the payment to a professional partnership, for example, a law or accountancy firm you only need make a single report in the name of the partnership. Where a partnership or joint account or holding has more than 2 reportable individuals, you only need complete forms for the first 2 named individuals who are also reportable.

### 2.2 How to complete the form for s18

**Only** complete the boxes noted in the left hand column for s18. The other boxes are not used for s18 (they may be used for SIR).

Box Title	What to put in it
<b>Institution reference (mandatory)</b> FORMAT L9999/99	<p>This is the reference we have allocated to you. . We have already included the / on the form. The first five characters identify the institution making the report and the final 2 characters identify the number of the sub-report. We use the sub-report to identify each report made where account information is held in different formats, on different systems or in different media.</p> <p>If you are supplying your report wholly on paper then the final two characters will be 01. If, however, you are supplying the report in a combination of magnetic media and paper the final two characters will be 02 or higher.</p> <p>We will show the reference number to use for each type of report we expect from you on your submission document. If you are in doubt about the reference to use please contact us at the address on the website at:</p> <p><a href="http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#12">http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#12</a></p>
<b>Tax Year (mandatory)</b> FORMAT CCYY	<p>Enter the four figure calendar year for the year in which the tax year being reported ends. For example, for a report to 5 April 2011 the entry should be 2011</p>
<b>Account or security number (mandatory)</b>	<p>This is the unique number you allocate to each account.</p> <p>Start completing boxes from the left and leave blank any unused boxes on the right..</p>

Box Title	What to put in it
<b>Account/client name</b>	Enter the client's name you hold on your system. For a business partnership of individuals, this would be the partnership name. Do not use more than two lines. Do not split any word between the 2 lines. Do not put more than 20 characters, including spaces, on any line. If the account name is longer than the two lines of 20 characters (including spaces) make suitable abbreviations to fit the boxes available. Start completing boxes from the left and leave blank any unused boxes on the right.
<b>Reportable Participant's name 1</b>	<p><i>Only</i> use this section when the account is held by, or on behalf of, a reportable individual (or individuals).</p> <p>Use the format <b>TITLE</b> followed by <b>INITIALS</b> and then <b>SURNAME</b> with a space separating each e.g. MR FW SPENCER. You can use standard abbreviations for the title such as <b>DR</b> for Doctor. Only 20 characters including spaces are permitted for each name. Start from the left and leave blank any unused boxes on the right.</p> <p>Where the account is held on behalf of an individual(s), for example a 're' account, and form(s) R85 are held, a separate form must be completed for the individual (or each of the first 2 individuals) for whom an R85 is held. You must show the name of that individual in the <i>reportable participants name 1</i> box. So for the account 'MR JONES RE: A AND B JONES', where both A and B have an R85 in place, two forms will be needed – one showing 'A JONES' and the other 'B JONES'. If the account was 'MR JONES RE: A, B AND C JONES', and only A and C have R85s in place, only A and C would be reportable one on each form. (If A, B and C all have R85s in place, only the first 2 would be reportable.)</p>
<b>Reportable Participant's name 2</b>	<p>You only need to make an entry in this box if para 2.1 says you need only complete one form but there are two person to report.</p> <p>In such cases, enter the details of the second named account holder in this box. For example, if the account is a joint account for Mr and Mrs Jacobs who live at the same address and neither has given a form R85, the entry in this box would be 'MRS JACOBS'. (MR JACOBS goes in the Reportable Participants name 1 box)</p> <p>Use the same format rules as for Reportable Participants name 1 above.</p>
<b>Number of participants</b>	Where:interest is paid to, or received on behalf of, 2 or more persons; enter the total number of parties to the account or transaction (whether they are all reportable or not). For example, for a partnership or joint holding of 3 persons, enter <b>0003</b> . Otherwise, leave this box blank.
<b>Address</b>	<p>Show the address of the individual named in the <b>Participants name 1</b> box. This will be the address of the individual to whom you paid the interest or on whose behalf you received it.</p> <p>Leave a space between each word. You can use standard abbreviations such as <b>RD</b> for Road. The final line of the address must be the country if it is not the UK. Do not split any word over 2 lines. Do not put more than 20 characters, including spaces, on any one line. Start completing boxes from the left and leave blank any unused boxes on the right</p>

Box Title	What to put in it
<b>Post Code</b>	For UK addresses, the post code forms part of the address. Include it here unless, exceptionally, you do not have it. Start completing boxes from the left and leave blank any unused boxes on the right. Don't forget to leave the space in the middle of UK post codes.
<b>NI (National Insurance) number</b>	<p>Enter the National Insurance number, if you know it. It should be shown in the format AB123456C. The final character should be either A, B, C or D but can be left blank. If you do not know the number or the account is not for an individual, leave the box blank.</p> <p>Where only one form is required for a joint account enter the number of the person named in the Reportable Participants Name 1 box.</p>
<b>Date of birth</b>	<p>If a date of birth is required enter details in the format DDMMCCYY, for example, for 2nd April 1956 enter 02041956</p> <p>If the date of birth is not known, or the account is for a non-individual, leave the box blank.</p> <p>Where only one form is required for a joint account the date of birth entered should be that of the person named in the Reportable Participants name 1 box.</p>
<b>Gross interest</b>	<p>Show the <b>full amount</b> (i.e. before the deduction of any tax) of the interest that you have paid or received on an account or transaction on each form that relates to that account or transaction. You may report the amount before or after the deduction of any overseas withholding tax. Please report consistently, i.e all one way or all the other. Include a decimal point in one of the boxes if this is needed for the currency you are reporting i. n So, for pounds Sterling, use one box to enter a decimal point, and show pence after it</p> <p>If you have paid interest in a foreign currency, you may:</p> <ul style="list-style-type: none"> <li>• convert the amount to Sterling and report that on the form, or</li> <li>• report the amount in the foreign currency.</li> </ul> <p>If you choose to report in foreign currency, enter the amount in the denomination indicated under the <b>ISO Standard currency code</b> (accessible from our website see para 2.1 above. For example, you should enter Dollars and cents with the cents entered after a decimal point.</p> <p>For currencies that does not use a decimal place, use all the character boxes. The amount you should report is the total savings income due to the investor before the setting-off of any interest owed.</p> <p><b>Do not enter any symbol other than a decimal point.</b> Leave blank any unused boxes to the left of the amount.</p>
<b>Tax deducted</b>	Enter the full amount of any UK tax that you have deducted from the interest. Please complete this entry on the same basis, and using the same currency, as your entry for <b>Gross interest</b>
<b>Currency code</b>	Where you have paid or received interest in a foreign currency, enter the appropriate currency code from the <b>ISO Standard currency code</b> (on our website see para 2.1 above) whether or not you have converted to pounds Sterling to report on the form. For example, enter <b>USD</b> where the interest was paid or received in US Dollars. Otherwise leave the boxes blank.

<b>Box Title</b>	<b>What to put in it</b>
<b>Conversion to Sterling</b>	Where you have paid interest in a foreign currency, but have converted it to Sterling for reporting purposes, enter Y. If you have reported the original currency of the interest (including Sterling), enter N.
<b>Post 5/4/01 R105</b>	Where form R105 has been provided after 5/4/01, the entry in the box should be Y. Otherwise leave the box blank.
<b>R85 signal</b>	Where you have paid interest gross because you have an R85 which was still valid on 5 April of the reported tax year or, for closed accounts, when the account was closed, enter:  'F' – all participants are R85 gross registered for this account;  'P' – some participants are R85 gross registered and some are not R85 gross registered (at least one of each)  'N' – no participants are R85 gross registered.
<b>New account indicator</b>	If this is the first year that interest has been paid or credited to the account enter Y. Otherwise enter N.

### 3. Report under SIR

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#### 3.1 Introduction

For further information and guidance about SIR reporting please see the SIR guidance notes available on our website at [www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf](http://www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf)

#### 3.2 How many forms are needed?

If the payment is made to an **individual**, you should use a separate form for each individual even when a number of individuals share the income from the same account or security. For example, for a joint account, a separate form will be required for each individual who is reportable.

For payments made to a **residual entity** complete one form for each account or security.

#### 3.3 How to complete the form for SIR

ONLY complete the boxes listed in the left hand column. The other boxes are not used for SIR (they may be used for s18).

Form Box	What to put in it
<b>Institution reference</b> <i>(mandatory)</i> FORMAT L9999/99	<p>This is the reference we have allocated to you. We have already included the / on the form. The first 5 characters identify the institution making the report and the final 2 characters identify the number of the sub-report. We use the sub-report to identify each report made where account information is held in different formats, on different systems or in different media.</p> <p>If you are supplying your report wholly on paper then the final two characters will be 01. If, however, you are supplying the report in a combination of magnetic media and paper the final two characters will be 02 or higher.</p> <p>We will show the reference number to use for each type of report we expect from you on your submission document. If you are in doubt about the reference to use please contact us at the address on the website at: <a href="http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#12">http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#12</a></p>
<b>SI 03/3297 report</b>	Enter Y.
<b>Tax Year</b> <i>(mandatory)</i> FORMAT CCYY	Enter the four figure calendar year for the year in which the tax year being reported ends. For example, for a report to 5 April 2011 the entry should be 2011

Form Box	What to put in it
<p><b>Income Code</b> (mandatory) FORMAT AA</p>	<p>We use this to distinguish the types of income you report. Enter two letters only. The first is <b>either A, B, C or D</b>. The second is <b>either X or Y</b>.</p> <p>Decide which letters to use according to the list below.</p> <p><b>A</b> for savings income that is interest  <b>B</b> for savings income that is;  - interest accrued or capitalised at the sale, refund or redemption of a money debt; or  - income realised on the sale, refund or redemption of shares or units  <b>C</b> for savings income which derives from interest and is distributed by a collective investment fund and,  <b>D</b> for savings income received by a residual entity  <b>X</b> where you are a paying agent ; and  <b>Y</b> where you are a receiving agent .</p> <p>For example, if you are a paying agent and on this form you are reporting that you made an interest payment you should enter '<b>AX</b>'. Receiving agents should always enter '<b>DY</b>'.</p> <p>Start completing boxes from the left and leave blank the two unused boxes on the right.</p>
<p><b>Account or Security number</b> (mandatory)</p>	<p>You should write here the account number or identification of the account or instrument for which the interest was paid or received. This should be the number by which you and your customer recognise the account.</p> <p><b>For accounts</b> Enter the number of the account.</p> <p><b>For instruments</b> Enter first an identifying letter to indicate which identification system is being used, i.e. I for ISIN, S for SEDOL or C for CUSIP, followed by the unique identification number for the instrument. For example; a security with an ISIN reference would be recorded as IAA999999999.</p> <p><b>No reference number</b> Where there is no unique reference number, you must report the 'universal dummy' – QQ999999999. This may only be used where there is no other number available.</p> <p>Start completing boxes from the left and leave blank any unused boxes on the right.</p>
<p><b>Account name</b> (mandatory)</p>	<p>Enter the name of the relevant payee or residual entity. Where more than one individual shares entitlement to the payment or the receipt, you must complete a separate form for each relevant payee.</p> <p>Use the format <b>TITLE</b> followed by <b>INITIALS</b> and then <b>SURNAME</b> with a space separating each part. You can use standard abbreviations for the title such as <b>DR</b> for Doctor.</p> <p>Do not use more than two lines. Do not split any word over the two lines. Do not put more than 20 characters, including spaces, on either line. Start completing boxes from the left and leave blank any unused boxes on the right</p>

Form Box	What to put in it
<b>Address</b> <i>(mandatory)</i>	<p>Show the address of the relevant payee or residual entity named on this form. You can give either the address at 5 April or the date on which the interest is paid as long as you are consistent.</p> <p>Leave a space between each word. You can use standard abbreviations such as <b>RD</b> for ROAD. The final line of the address <b>must</b> be the country if it is not in the UK. Do not split any word over 2 lines. Do not put more than 20 characters, including spaces, on any one line. Start completing boxes from the left and leave blank any unused boxes on the right.</p>
<b>Post Code</b>	<p>For UK addresses, the post code forms part of the address. Include it here unless, exceptionally, you do not have it. Start completing boxes from the left and leave blank any unused boxes on the right.</p>
<b>Country Code for country of residence</b> <i>(mandatory)</i>	<p>Enter the two letter ISO country code for the country of residence (you can find the list at appendix 6 of the guidance notes on our website.  <a href="http://www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf">http://www.hmrc.gov.uk/esd-guidance/sir-guidance.pdf</a></p>
<b>Date of birth</b>	<p>If a date of birth is required enter details in the format DDMMCCYY, for example, for 2nd April 1956 enter 02041956</p>
<b>Tax Identification Number (TIN)</b>	<p>If a TIN is required enter details for the relevant payee or residual entity at Name 1 above. Start from the left and leave unused boxes on the right.</p>
<b>Place of Birth and Country code for Place of Birth</b>	<p>If these details are required, enter the <b>town</b> of birth and, in the separate box, the two letter ISO code for the <b>country</b> of birth (list on our website see below)  <a href="http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#9">http://www.hmrc.gov.uk/esd-guidance/s17-s18-si-reporting.htm#9</a></p>
<b>Gross Interest</b> <i>(mandatory)</i>	<p>Enter the amount of the savings income payment attributable to the relevant payee named on this form. Include a decimal point if this is needed for the currency you are reporting in. So, for pounds Sterling, use one box to enter a decimal point, and show pence after it. If you do not have details of the precise shares, you should divide the total interest paid by the number of parties to the account and enter that figure. For example, for a joint holding by 4 participants, divide the savings income received by 4.</p> <p>If you have paid interest in a foreign currency, you may:</p> <ul style="list-style-type: none"> <li>• convert the amount to Sterling and report that on the form, or</li> <li>• report the amount in the foreign currency.</li> </ul> <p>If you choose to report in foreign currency, enter the amount in the denomination indicated on the <b>ISO Standard currency code</b> (accessible from our website at the link in paragraph 2.1 above), For example, you should enter Dollars and cents with the cents entered after a decimal point.</p> <p>For currencies that does not use a decimal place, use all the character boxes. The amount you should report is the total savings income due to the investor before the setting-off of any interest owed.</p> <p><b>Do not enter any symbol other than a decimal point.</b> Leave blank any unused boxes to the left of the amount..</p>
<b>Currency Code</b>	<p>. Enter the appropriate currency code under the <b>ISO Standard currency code</b> (accessible from our website at the link in paragraph 2.1 above), for the currency that you have reported. If you report in pounds Sterling, you may leave this blank.</p>

## **Section 4 - Allowable character sets and contact information**

### **Allowable character sets:**

Only the following characters are available:

The Alphabet A to Z (**only capitals are permitted**)

Numbers 0 to 9

Oblique /

Hyphen -

Ampersand &

Full stop .

Apostrophe ‘

Comma ,

Left-hand brackets (

Right-hand brackets )

Space

It is **VITAL** that the following characters are **NOT** used:

Asterisk \*

Semi-colon ;

Vertical bar |

### **Contact information:**

#### **For information regarding the specification of the return, please contact:**

HM Revenue & Customs

Centre for National information (CNI)

Financial Institution Returns Management

Data Capture Unit

Ty Glas Road

Llanishen

CARDIFF

CF14 5ZG

[cni.firm@hmrc.gsi.gov.uk](mailto:cni.firm@hmrc.gsi.gov.uk) or

Tel:-029 2032 6379 / 7285