

**Business Rules for**

**Agent Authorisation Online**

**(CIS)**

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## **1. ABOUT THIS DOCUMENT**

This document contains both the validation and business rules, which will form part of the validation checks that will need to be undertaken by third party software suppliers to support CIS Agent Authorisations.

## 2. POINTS TO NOTE

**Enrolment** – From April 2007 the existing PAYE Online for Agents service will be amended to also provide support for CIS messages – and renamed the PAYE / CIS Online for Agents service. The agent must be enrolled for the PAYE / CIS Online for Agents service in order to register for the Agent Authorisation service for PAYE and CIS.

**CIS Authorisation** – CIS Authorisations use the existing PAYE Agent Authorisation messages (IR-AA-PAYE) which will be amended from April 2007 to also support CIS. Authorisations to act for a client for PAYE purposes and for CIS purposes must be performed separately – even where the same Known Facts may apply (for combined employee/subcontractor PAYE schemes).

**Duplicate requests** – An Agent may not submit more than one authorisation request for the same combination of Agent, Client and service (CIS, CT, SA or PAYE / CIS).

**Status** – Following submission of an Agent Authorisation Request, an Authorisation Request ID is returned in order to check the status of the request. Please note that it will normally take between 24 – 48 hours before a ‘Code Issued’ notification can be issued whilst our systems update.

**Re-issues** – If an Authorisation Code is lost, a replacement code can be generated by re-entering the required client information plus the Authorisation Request ID. This will generate a new Authorisation Request ID and send a new code to the client.

**Unable to issue code** - The most common reason for an ‘unable to issue’ status is that the request has not passed our further verification check as some of the client details entered do not match the details we hold. You should check the details entered, particularly the postcode, with the client and advise them to notify their tax office of any changes. You will need to allow time for these details to be updated, and then you can request a new authorisation. Exceptionally, we may be unable to find an Agent address.

### 3. AGENT AUTHORISATION ONLINE ACCEPTABLE CHARACTERS

The following is a list of characters that will be accepted by Agent Authorisation Online.

- A to Z (upper case)
- a to z (lower case)
- 0 to 9 (numeric)
- space & ' ( ) \* , - . / % ! + - : ; = ? @ [ ] ^ \_ { } ~
- Please note that the ampersand (&) and apostrophe ( ' ) characters **must** be transmitted in escaped format within your XML submission, i.e. &amp; and &apos;
- Note that the pound (£), dollar (\$), Euro (€) and hash (#) characters are not allowable.

You must ensure that all characters contained within your XML submissions are in accordance with the patterns defined within the Schema.

No other characters will be accepted and any submissions that contain any invalid characters will be rejected. Submissions that are rejected due to an invalid character will usually return an error message identifying the offending character. However, certain invalid characters may cause the submission to become stuck in a continuous 'polling' loop.

**Important:** If an escaped character appears within your XML at the end of a line, you must ensure that the complete entity is included in the same line of your XML, or on the next line if applicable. You must not truncate or split the escaped character otherwise this may invalidate your XML message.

#### 4. AUTHORISATION REQUEST FOR CIS

1. Tax Office Number		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Add/CIS/TaxOffice/Number
	Data Type	Numeric
	Length	Max 3
<b>Validation / Processing</b>		

2. Tax Office Reference		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Add/CIS/TaxOffice/Reference
	Data Type	Alpha / Numeric
	Length	Max 10
<b>Validation / Processing</b>		

3. Accounts Office Reference		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Add/CIS/AOreference
	Data Type	Alpha / Numeric
	Length	Max 13
<b>Validation / Processing</b>		

4. Your Reference		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	X-Path	IRenvelope/AgentRequest/Add/CIS/YourReference
	Data Type	Full Character Set (excluding £ \$ # ~   €)
	Length	Max 16
<b>Validation / Processing</b>		

5. Agent Request ID		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	X-Path	IRenvelope/AgentRequest/Add/CIS/AuthRequestID
	Data Type	Numeric
	Length	Max 18
<b>Validation / Processing</b>		



## 5. STATUS

1. Agent Request ID		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Status/AuthRequestID
	Data Type	Numeric
	Length	Max 18
<b>Validation / Processing</b>		

## 6. CODE

1. Agent Request ID		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Code/AuthRequestID
	Data Type	Numeric
	Length	Max 18
<b>Validation / Processing</b>		

2. Agent Authorisation Code		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Code/AuthorisationCode
	Data Type	Numeric
	Length	Max 10
<b>Validation / Processing</b>		
1. This is the unique 10 digit reference (pre-fixed by PE (upper case and followed by 8 numbers) that is issued to the client following an authorisation request.		

## 7. REMOVAL OF AGENT AUTHORISATION

1. Tax Office Number		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Remove/CIS/TaxOffice/Number
	Data Type	Numeric
	Length	Max 3
<b>Validation / Processing</b>		

2. Tax Office Reference		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Remove/CIS/TaxOffice/Reference
	Data Type	Numeric
	Length	Max 10
<b>Validation / Processing</b>		