

HM Revenue & Customs

Construction Industry Scheme

Contractor Registration for Electronic Data Interchange (EDI)

Use this form if you wish to send the Contractors Monthly Return (CIS300) and Verification request (CISREQ), and receive the subsequent Verification Reply (CISREP) using Electronic Date Interchange

Please indicate if this is a new registration or a notification of change:

New	<input type="checkbox"/>	Complete all details in sections 1 - 7
Change	<input type="checkbox"/>	Please use this form to notify HMRC of any of the following: <ul style="list-style-type: none"> Add references (complete sections 1, 2 and 7) Remove references (complete sections 1, 2 and 7) Additional messages you wish to test (complete sections 1, 2, 5 and 7) Changes to Communication Method (complete sections 1, 2, 5, 6 and 7) Changes to Payroll Software (complete sections 1 - 5 and 7)

If there are several references involved, a separate list is acceptable. List attached ☐

1	Contractors Name HMRC Office Name Employers PAYE reference Self Assessment (SA), or Corporation Tax (CT) reference Unique Taxpayer ref (UTR) Accounts Office reference			
2	Contact Details Name Telephone Number Email Address	Business:	EDI:	
3	Name of Software Supplier, or 'In-house'	EDI:		
4	Name of Package (if applicable)	EDI:		
5	Message Type	X	Expected Testing Date (DD/MM/YY)	Format of Data (EDIFACT or GFF)
	CIS300	<input type="checkbox"/>		
	CISREQ	<input type="checkbox"/>		
	CISREP	<input type="checkbox"/>		

Please supply an email address/addresses for the receipt of Acknowledgement reports, Error reports and Response messages:

6	Communication Method	VAN <input type="checkbox"/> (please complete 6a) OFTP <input type="checkbox"/> (please complete 6b) X.400 <input type="checkbox"/> (please complete 6c) AS2 <input type="checkbox"/> (please complete 6d)
6a	VAN Details	EASYLINK <input type="checkbox"/> GXS TRADANET <input type="checkbox"/> GXS IE <input type="checkbox"/> GXS TGMS <input type="checkbox"/> DINET <input type="checkbox"/> VAN Mailbox ID SSID SFID Sender ID The generic Virtual Filename 'HMRC-EDI-DATA' will be allocated to any files we transmit. If this is not acceptable please specify: Virtual Filename(s) <input type="text"/>
6b	OFTP Address Information	Odette SSID Odette Password Odette SFID NUA Sender ID The generic Virtual Filename 'HMRC-EDI-DATA' will be allocated to any files we transmit. If this is not acceptable please specify: Virtual Filename(s) <input type="text"/>
6c	X.400 Address Information	
6d	AS2 Information <i>(details of the person who can be contacted to co-ordinate the AS2 connection)</i>	AS2 Contact Name AS2 Contact Telephone AS2 Contact Email URL including port no. EDI Sender ID
7	Form Completed by	Name: Date:

Please return completed form to:

HMRC Digital Service.
 Victoria Street
 Shipley BD98 8AA

Telephone 0300 2003600

Fax: 03000 518339

email: helpdesk@ir-efile.gov.uk

www.hmrc.gov.uk