

## CIS - How it works

The sign up process is really simple:

### Agency or Company

1. Client signs up/agrees to our solution

### CIS Contractor

1. Contractor registers with our CIS solution
2. Payroll Village verify CIS Status for each contractor
  - **Contractor must be registered with HMRC as a sub-contractor** (we can help with this process)
  - **Contractor must be registered as self employed with a UTR number** (Unique Tax Reference) (we can help with this process)

## Features & Benefits

The benefits are simple, with a **fee of just £10 per week** (incl. VAT):

- There are no hidden costs, **no joining fee, no termination fee and no minimum contract period**
- Payroll Village takes care of all invoicing and payments on the contractors behalf
- Contractor will have access to all their contract, invoicing and payment information via our web-site portal
- **Access to an accounting firm for accounting and annual self-assessment tax returns for a reduced fee**
- Access to a broker for Public Liability Insurance at a discounted price
- Access to Payroll Village's Personal Accident Insurance for a small fee to ensure you're covered whilst at work

## Payments

The payment process is really simple:

- Client/Contractor confirms hours to Payroll Village
- Payroll Village takes care of contractors invoicing and invoices client
- Client pays Payroll Village
- Payroll Village deducts the relevant amount of CIS tax at source and pays Contractor
- Contractor receives email and text message confirming payment

## Tax Returns

At the end of the tax year a self assessment tax return will need to be submitted. In doing so the contractor can take the opportunity to claim all of their legitimate work related expenses incurred throughout the year. These expenses can be offset against the tax paid at source through the year and therefore they may potentially gain a rebate. **Contact us to find out more about annual tax returns and how our accountants can help. For all CIS Contractors using Payroll Village we have agreed a fixed fee of £90.00 +vat.**