

# REGISTERING FOR CIS



To register for CIS, you must first visit the gov.uk website to register. It will then instruct you to visit your government gateway:

<https://www.gov.uk/what-you-must-do-as-a-cis-subcontractor/how-to-register>

## Register online

The quickest way to register is online.

To use the online service, you need a:

- UTR
- Government Gateway user ID and password

If you do not have a UTR, [register as a new business for Self Assessment](#) and choose 'working as a subcontractor' when prompted. You'll be registered for Self Assessment and CIS at the same time.

If you do not have a Government Gateway user ID, you can create one when you use the service.

If you're an agent, use the Government Gateway user ID you use to sign in to your agent services account.

[Start now](#)

Once you have logged in, it will ask you to confirm some basic details, such as your name, email address and other contact details, and how you wish to wish the HMRC to share information with you. You will be registering for CIS 'Net' payment (20% deduction).

---

# REGISTERING FOR CIS



It will then ask you to check your details are correct:

## Check your answers for your details

Your first name	<input type="text"/>	<a href="#">Change</a>
Your last name	<input type="text"/>	<a href="#">Change</a>
Role	<input type="text"/>	<a href="#">Change</a>
Email address	<input type="text"/>	<a href="#">Change</a>
Agree to communicate by email and share files using Dropbox	Yes, I agree to communicate by email and share files using Dropbox	<a href="#">Change</a>
Your telephone number	<input type="text"/>	<a href="#">Change</a>

It will then ask you about the applicant (you) – you will need to confirm you are a sole trader, your name, address and if you have a different trading name or address for your business.

You will then need to let the HMRC know what kind of construction work you do – this can be either via the standard descriptions, or you can free type what you do if it isn't covered by any of the other descriptions.

# REGISTERING FOR CIS



BISHOPSGATE

Applicant details

## Type of construction work

We need to know the type of construction work that the business carries out. You can enter a Standard Industrial Classification (SIC) code or write your own description. The SIC code can be found on the Companies House record for the business.

**How do you want to tell us the type of construction work?**

Select one option.



Standard Industrial Classification (SIC) codes

Enter the construction SIC code

Start typing and select a construction SIC code from the list.

construction
41201 - Construction of commercial buildings
41202 - Construction of domestic buildings
42110 - Construction of roads and motorways
42120 - Construction of railways and underground railways
42130 - Construction of bridges and tunnels
42210 - Construction of utility projects for fluids
42220 - Construction of utility projects for electricity and telecommunications



Description

# REGISTERING FOR CIS



Applicant details

## Type of construction work

We need to know the type of construction work that the business carries out. You can enter a Standard Industrial Classification (SIC) code or write your own description. The SIC code can be found on the Companies House record for the business.

### How do you want to tell us the type of construction work?

Select one option.

- ☐ Standard Industrial Classification (SIC) codes
- ☒ Description

#### Description of construction work

Give the best description you can of the type of construction work. It could be things like repairs, demolition or site preparation.

General construction work



You have 9 characters remaining

# REGISTERING FOR CIS



BISHOPSGATE

You will then need to confirm the date you started working in construction and your UTR number. You will also need to confirm your NI number and whether you are registered for VAT (if applicable).

Applicant details

## When did you start working in construction?

For example, 18 2007.

Day Month Year

  

Save and continue

Save and come back later

Applicant details

## What is your Self Assessment Unique Taxpayer Reference (UTR)?

This is 10 numbers, for example 1234567890. It will be on tax returns and other letters about Self Assessment. It may be called 'reference', 'UTR' or 'official use'.

Save and continue

Save and come back later

Applicant details

## What is your National Insurance number?

It's on your National Insurance card, benefit letter, payslip or P60. For example, 'QQ 12 34 56 C'.

Save and continue

Save and come back later

# REGISTERING FOR CIS



Once this has been done, the HMRC will ask you to check and confirm all of your answers before submitting.

**Check your answers before sending your application**

Your first name	Luke	<a href="#">Change</a>
Your last name	<input type="text"/>	<a href="#">Change</a>
Role	<input type="text"/>	<a href="#">Change</a>
Email address	<input type="text"/>	<a href="#">Change</a>
Agree to communicate by email and share files using Dropbox	Yes, I agree to communicate by email and share files using Dropbox	<a href="#">Change</a>
Your telephone number	<input type="text"/>	<a href="#">Change</a>
Business type	<input type="text"/>	<a href="#">Change</a>
Your first name	Luke	<a href="#">Change</a>
Your last name	<input type="text"/>	<a href="#">Change</a>
Your address	<input type="text"/>	<a href="#">Change</a>
Has trading name	No	<a href="#">Change</a>
Has different trading address	No	<a href="#">Change</a>
How you'll tell us type of construction work	Description	<a href="#">Change</a>
Description construction work	General construction work	<a href="#">Change</a>
Date started in construction	<input type="text"/>	<a href="#">Change</a>
Self Assessment UTR	<input type="text"/>	<a href="#">Change</a>
National Insurance number	<input type="text"/>	<a href="#">Change</a>
Is VAT registered	<input type="text"/>	<a href="#">Change</a>

[Save or print a draft PDF copy of your answers \(opens in new tab\)](#)

**Declaration**

I confirm that the information I have provided is true and complete.

[Accept and submit](#) [Save and come back later](#)

Once the application has been accepted, the HMRC will start processing it. The average time is 10-15 days, which can be longer or shorter.

Once your application is confirmed and registered, the HMRC will contact you by email or post (depending on how you've asked them to notify you) to confirm your registration.

Once you have received this notification that you are registered, you will need to let whoever is paying you know that you are now registered for CIS 20% deduction. They can then try to re-verify you on the HMRC website.