

How to join

0845 331 1242

Call now to speak with one of i4's friendly and professional advisors

Or visit i4's website for more information at:

www.i4groupuk.com

Flexibility of being self-employed

Offset your allowable business expenses

Reduce your administration burden

No joining fees or fixed length contract

Comprehensive insurance cover

0845 331 1242
i4groupuk.com

i4 CIS LIMITED

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Looking to maximise your pay in the construction industry?

WITH i4 CIS IT'S AS EASY AS 1, 2, 3, i4!

i4 CIS is a service designed for genuine self-employed subcontractors working in the construction industry, who have registered, or are eligible to register, for CIS (Construction Industry Scheme) status with HM Revenue & Customs. You retain all the financial advantages of being self-employed, such as reduced NI contributions, and the ability to offset allowable expenses against your taxable income.

How does i4 CIS work?

i4 CIS subcontracts your services to the agency for each construction assignment that you undertake.

You submit your timesheets as normal to your agency for approval. We raise an invoice to your agency for your services, and provide you with a self-billing invoice (your invoice to us for your services less our fees).

On receipt of funds from your agency we pay you the amount you invoiced us less the mandatory CIS tax (normally 20%). You will receive (by email or post) a remittance advice showing the details of your payment, a tax advice showing the CIS tax deducted and a free SMS message confirming your payment. Payments are made via free same day bank transfer directly to your account.

We pay the taxes we collected together with monthly tax returns to HMRC so you can rest assured that your taxes are always up-to-date.

You keep the receipts for all your business-related expenses as they will be needed when preparing your annual self-assessment tax return. You will need to arrange for monthly or quarterly payment of your Class 2 National Insurance Contributions (NIC), whereas your Class 4 NIC is paid annually once your taxable profits have been calculated.

So what are you waiting for?

Join i4 CIS today!

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Getting paid through i4 CIS is a fantastic way for self-employed contractors in the construction industry to maximise their pay, whilst also reducing their administrative burden.

The benefits of joining i4 CIS are:

- Flexibility of being self-employed
- Lower NI contributions
- Offset allowable business expenses incurred solely in connection with your work against your tax liability on your Self Assessment tax return, such as:
 1. Travel to and from work
 2. Subsistence
 3. Accommodation
 4. Tools
 5. Industrial Clothing
- Less administration hassle. i4 CIS will handle contracts, invoices and payments with the agency or company
- No joining or termination fees
- You can sub-contract through more recruitment agencies as a self-employed contractor
- You can be confident that a compliant company is looking after your CIS tax issues
- Free same day payment to your bank account
- i4 CIS will provide you with remittance advices to help with the completion of your yearly tax return
- Comprehensive insurance cover
- Dedicated account manager
- Online contractor portal, where you can view your account details, invoices and payment history
- Open door policy at all of i4's offices. Come in and meet the team!

Our fees:

- 5% per invoice subject to a minimum of £10 and a maximum of £20
- Comprehensive insurance cover for £2.50 per week
- No charges for weeks that you do not work



All you will need to do to get started:

If you are not self-employed, you will need to register with HMRC. This can be done online at www.hmrc.co.uk or by calling the HMRC Self-employed Helpline on **0845 915 4515**. You will be given a Unique Tax Reference (UTR) number.

Once you are registered as self-employed, you will need to register with the CIS by calling **0845 366 7899**. HMRC will need your sole trader name and UTR.

Once you have done this, getting set-up and then working with i4 CIS is as easy as 1, 2, 3, i4!

1) Joining i4 CIS

- Complete an i4 CIS application form
- Read and sign your Contract for Services
- Provide eligibility to work / proof of identity
- Complete a Self Employment Assessment

2) Set up a Direct Debit for Class 2 NICs

You can set up a direct debit for Class 2 NICs on a monthly or quarterly basis and this can be arranged by contacting the NI contributions office on **0845 915 4655**.

3) Keep your remittance advice slips

i4 CIS will issue you with a remittance advice for every payment that we make to you, which will show you details of the invoiced amounts and the CIS payments that have been made to HMRC. i4 CIS can post or e-mail these to you, or you can view all your remittances on your online portal.

Please keep your remittance advices, as they will be required to help you complete your Self Assessment at the end of the Tax Year.

4) Appoint an Accountant

You will need to complete a tax return at the end of the Tax Year. You can appoint the in-house accountants from i4 Services to keep your accounting records up-to-date and prepare your annual self-assessment tax return for a reduced fee.

Any business related expenses you have incurred throughout the financial year will be offset against any tax due.