

2018 ANNUAL RETURN FORM



CITB NI would encourage you to complete your Return Form online at www.citbni.org.uk.

Deadline for receipt of the Return - 4pm on 31 August 2018. The online facility will be open from 18 June 2018 until 4pm on 31 August 2018 at which time it will be removed.

For Guidance on how to complete the 2018 Annual Return Form, please see Useful Tips on Completing your Annual Return form on our website at www.citbni.org.uk. **If you fail to make this Return by the stated deadline, you will be unable to avail of CITB NI's Grant Scheme in the 2018/19 training year.**

PART ONE

DETAILS OF YOUR BUSINESS

Contact Name: _____

Registration Number/Username: _____

Full Title and Address of Business: (inc. Trading Title if appropriate) _____

Password: _____

Tel. No.: _____

Mobile Tel. No.: _____

Fax: _____

Website: _____

Please state how you prefer to be contacted:

email ☐ mobile ☐ landline ☐ post ☐ no preference ☐

Email: _____

Name of Training Contact: _____

Name of Financial Contact: _____

Sole Trader or Partner Name(s) (if applicable) _____

Directors (If Limited Company/LLP) _____

Limited Company ☐

Limited Liability Partnership ☐

Companies House Number _____

Registered Office Address _____

PART TWO

ESTABLISHMENT DETAILS

Do you have more than one establishment, construction or non-construction related? YES ☐

NO ☐

If yes, please list below the names and addresses of other establishments NOT covered by this Return. Grant aid is only available to employees and/or subcontractors included in this Return provided all other Terms and Conditions of grant are met.

PART THREE

ACTIVITY List the main activities and secondary activities of your business

Main

Secondary

PART FOUR

MEMBER OF EMPLOYER ORGANISATION

It is important you inform us of any employer organisation or federations which you belong to. If none, write "none".

Legal Statement The law requires all employers engaged wholly or mainly in construction industry activities to complete the Annual Levy Return form. If we do not receive your completed form, we will estimate how much you must pay. If you fail to return it before the due date, we reserve the right to take legal action in accordance with the Industrial Training Order 1984, Section 28.

PART FIVE**CURRENT YEAR OPTION****NB. Do NOT Complete both
Part Five AND Part Seven**I elect to have the levy assessment based on the current 2018/19 tax year ☐

If you select this you will have two additional forms to complete the first in October 2018 and the second in April 2019. If these are not completed by the deadlines specified, you will not be eligible for grant payments and your levy will revert to the previous tax year.

If you have commenced trading after 5 April 2018, please insert date

- Please note those electing to take the option cannot pay by Direct Debit.
- Notification of this election must be received not later than 4pm on 31 August 2018, unless it is your first year of trade.
- Late applications will be refused without exception.
- Once you have elected to take the option, you cannot change your mind.
- If you elect to take the Current Year Option but also complete figures in Part 7, CITB NI will use the figures in Part 7 without further notice.

PART SIX**ABOUT YOUR WORKFORCE**How many staff, including paid directors are employed by the business?

Does your business use subcontractors (i.e. under labour only agreement or through agencies)?

YES ☐NO ☐

Did your business work outside Northern Ireland in the 2017/18 tax year?

YES ☐NO ☐Percentage of emoluments for work **IN Northern Ireland** based on payroll, timesheets, turnover, separate management accounts or separate contracts (including support staff):% in NI (0-100) Please state method used for percentage calculation if you work outside NI: **PART SEVEN****PAYMENTS****PAYE Emoluments**

Enter the total Gross emoluments to all employees including working Directors (inclusive of bonus) for the tax year ended April 2018 for work in Northern Ireland.

£

Full Pounds only

LOSC EmolumentsEnter the total Gross emoluments to all labour only subcontractors, who are not included in the 2018 Registered List of Levy Payers, (available when you log onto our website www.citbni.org.uk) for the tax year ended April 2018 for work in Northern Ireland.£

Full Pounds only

PART EIGHT**ACCOUNTANT DETAILS**Accountants Trading Name: Contact: Address: Telephone: Email:

Does your accountant maintain your PAYE Records?

YES ☐NO ☐

Does your accountant maintain your Subcontractor Records?

YES ☐NO ☐**PART NINE****DIRECT DEBIT**

Do you wish to pay your Levy assessment by Direct Debit?

YES ☐NO ☐**PART TEN****DECLARATION**

The information I have given on this form is correct and complete and I have the authority to sign this declaration.

CITB NI collect and use data for legislative purposes only and do not share it with others except in pursuance with those obligations or tasks directly relating to those purposes. CITB NI is GDPR compliant. By signing this Declaration you are agreeing that you have read and understood CITB NI's Privacy Notice which is enclosed and can be found on our website www.citbni.org.uk

Your Name Your Signature Your Position Date **Pease advise who has completed this Return:**Employer i.e. owner/manager, partner, director, company secretary or other responsible person of the business ☐Or Other i.e. accountant, book-keeper etc. ☐**CITB NI's Grant Scheme is not available for the 2018/19 training year if you fail to meet the deadline for this or any Return.****Please return this form to CITB NI on or before:**

CITB NI, Nutts Corner Training Centre, 17 Dundrod Road, Crumlin, Co Antrim, BT29 4SR
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www.citbni.org.uk