**IMPORTANT!**

**PLEASE READ THEN DELETE THIS PAGE**

This is a template letter for guidance.  You need to add your own details and where appropriate change the letter to suit your particular circumstances.

Once you’ve made changes, always print it out and read through to check it makes sense to the person you are sending it to and that all of your details are correct.

 **HOW IT WORKS:

[BLUE BRACKETS]:** Put your specific info here, then delete the instructions. You should also change the text colour to black.

*Now delete this page so your letter starts from the name and address section below*

**[Insert your name]**

**[Insert your address]**

PT Operations
HM Revenue and Customs
BX9 1BX

**[Insert date]**

**Request for CIS pay and tax details**

Dear Sir or Madam

Name: **[Insert your name]**

National Insurance Number: **[Insert your National Insurance Number]**

Unique Taxpayer Reference: **[Insert your UTR from your tax return/any self assessment correspondence]**

I’m trying to complete my tax return for the **[insert tax year – for example 2023/24]** tax year.

I do not have all the CIS pay and deduction statements I need to be able to complete my tax return.

I have tried to approach the contractor, whose details are as follows: **[enter as many details as you have: name, address, contractor’s tax reference if you know it]**

I worked for them for the following period: **[insert the dates of the payments or the tax months when the contractor paid you].**

I am unable to get the CIS statements I need from the contractor because **[enter reason, for example, I cannot contact them/they have gone into liquidation/they are not responding to me].**

Please can you kindly send me all pay and deduction statements for the relevant period from your system?

Yours faithfully

**[Enter your signature]**

**[Enter your name]**