

officeassistants

Cherry pick a range of office services to suit your small to medium sized business.



# Service Guide



## CIS







Construction Industry Scheme (CIS) Returns must be filed within the crucial two week window every month otherwise you'll face penalties.

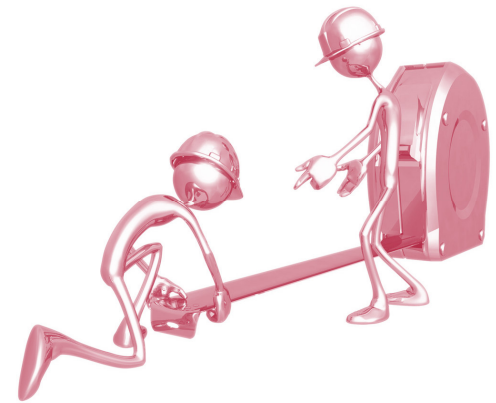
Office Assistants provides a CIS service that will leave you free to get on with your work and in no doubt that your returns are being filed on time every month.

Our specially designed summary sheets make it easy to supply all the necessary information or alternatively we can accept details by telephone, fax, e-mail or freepost.

Once we have the information we'll submit the return on line and get instant acknowledgement from HM Revenue & Customs that the return has been received: job done, and full peace of mind for you.

If you need help managing your CIS then we can:

-  **Process your information and submit CIS returns online**
-  **Ensure tax is deducted at the correct rate to avoid penalties**
-  **Prepare statements of payments and deductions**
-  **Advise you on how much CIS tax you need to pay to HMRC**
-  **Combine the CIS service with your Payroll**
-  **Register new sub-contractors and get them verified online**



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The money Office Assistants has saved me in late payment charges and over payment of tax and VAT would pay their fees several times over.

*Sam Neopytou*

