

If the name or address above is incorrect in any particular part, please correct.

2nd Option Statutory Return Confidential

PART 1

PAYMENTS

TOTAL PAYMENTS MADE TO ALL EMPLOYEES ON PAYROLL

Enter total payments to employees, including working directors (inclusive of bonus) for the six months ended 5th April 2024. **Please do not include payments relating to work outside NI.**

The figure required is the **GROSS** amount assessable under Schedule E (other than pensions) from which tax is deductible. **If none enter NIL in the box.**

£

TOTAL PAYMENTS MADE TO LABOUR-ONLY SUBCONTRACTORS

Enter the total **GROSS** labour-only payments made by you to self-employed persons or to labour-only subcontractors, for the six months ended 5th April 2024. **Please do not include payments relating to work outside NI or those included in our Registered List of Levy Payers (available when you log on at www.citbni.org.uk). If none enter NIL in the box.**

£

PART 2

Please state your main activity:

PART 3

Please state the average number of employees currently employed:

Did your business work **outside** Northern Ireland in the 6 months ended 5 April 2024?

Yes

No

Please state the Percentage of emoluments (including support staff and labour-only subcontractors) relating to work **IN NORTHERN IRELAND** based on payroll, timesheets, turnover, separate management accounts or separate contracts between 6 October 2023 and 5 April 2024.

%

PART 4

DECLARATION

I hereby declare that the information contained in this return is complete and correct to the best of my knowledge and belief, and that I am the person authorised to complete this form.

CITB NI collects 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. CITB NI Privacy Notice can be found on our website www.citbni.org.uk

Signature

Print Name

Position in Business

Date

***This form must be fully completed and returned to the Board before 4pm on Friday 3 May 2024.
There is no facility to complete this Return online.***

Failure to do so will result in CITB NI withdrawing the option to base your levy on the current tax year and your levy will be based on the tax year ended April 2023.

Grants will not be paid for training undertaken in the 2023/24 training year if you do not complete and return the Annual Levy Return forms before the deadlines (including ALL OPTION RETURNS).