

2023 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 - 5pm on 31 August 2023. The online facility has been open from 4 April 2023 and will remain open until 5pm on 31 August 2023 at which time it will be removed.

For guidance on how to complete the 2023 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 submit the Return by the stated deadline you may miss out on grants in the 2023/24 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** SEE 'OPTION EXPLAINED' FLYER BEFORE COMPLETING**NB: Complete Part 5 or Part 7.
Do not complete both.**I elect to have the levy assessment based on the current 2023/24 tax year. ☐

If you select this, you will have two additional forms to complete the first in October 2023 and the second in April 2024. If these are not completed by the deadlines specified, you may not be eligible for grant payments and your levy will revert to the previous tax year.

If you have commenced trading after 6 April 2023, please insert date:

- Please note those electing to take this option cannot pay by Direct Debit.
- Notification of this election must be received not later than 5pm on 31 August 2023, 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 main / subcontractors? YES ☐ NO ☐Did your business work outside Northern Ireland in the 2022/23 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**

Do not include payments for work outside Northern Ireland in this section

PAYE EmolumentsEnter the total Gross emoluments to all employees including working Directors (inclusive of bonus) for the tax year ended April 2023. **Do not include payments for work outside NI.****Do not include emoluments relating to work outside NI.**£

Full Pounds only

LOSC EmolumentsEnter the total Gross emoluments to all labour only subcontractors, who are not included in the 2023 Registered List of CITB NI Levy Payers, (available when you **log onto** our website www.citbni.org.uk), for the tax year ended April 2023. **Do not include payments for work outside NI.**£

Full Pounds only

PART EIGHT**ACCOUNTANT DETAILS**Accountant 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 ☐

Please ensure you download the mandate from our website and send to CITB NI if this is a new instruction.

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 can be found on our website www.citbni.org.uk

Your Name Your Signature Your Position Date **Please 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. ☐**If you fail to make the Return by the stated deadline you may miss out on grants in the 2023/24 training year.****Please return this form to CITB NI on or before:**

CITB NI, Nutts Corner Training Centre, 17 Dundrod Road, Crumlin, Co Antrim, BT29 4SR
Telephone: 028 9082 5466 Fax: 028 9082 5693 email: levy@citbni.org.uk

www.citbni.org.uk