



# WELCOME TO FAIR PAY SERVICES

**Hassle free CIS engagement services**

**for sub-contractors like you...**

A circular badge with a black background and a white border. The text 'CIS ENGAGEMENT' is written in white, uppercase, sans-serif font, following the curve of the inner circle.

**CIS  
ENGAGEMENT**

## CIS ENGAGEMENT

CIS refers to Construction Industry Scheme Payroll. This is a term used in the construction industry when referring to contractors who pay sub-contractors to perform work for them.

CIS Engagement sets the rules which contractors must follow regarding how they pay their sub-contractors for this work.

This scheme was developed by HMRC and it only applies to the United Kingdom's construction industry. Other countries and territories have their own rules for construction and payments to sub-contractors.

The Construction Industry Scheme sets out the rules for how payments to sub-contractors for construction work must be handled by contractors in the construction industry.

## WHO IS ELIGIBLE?

CIS Engagement can apply to any self-employed sub-contractors to the construction industry.

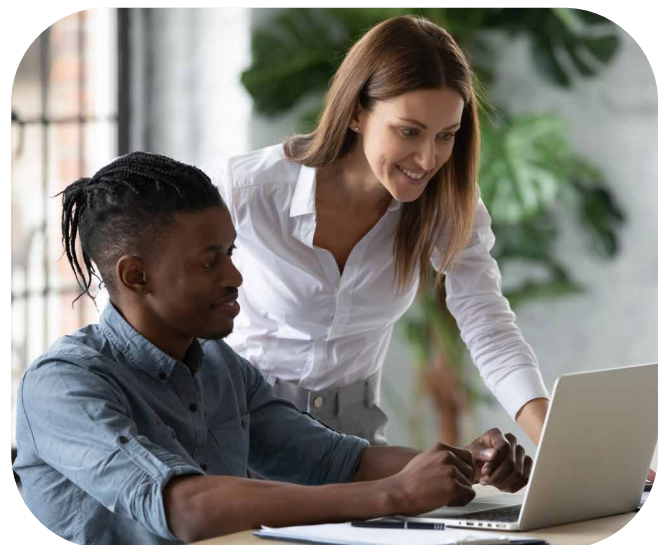
Subject to a Supervision, Direction and Control assessment to ensure that the sub-contractor is genuinely self-employed, Fair Pay Services will be able to pay them through our CIS Engagement scheme and take on the administrative burden. We will:

- Verify the sub-contractor with HMRC
- Calculate and deduct CIS tax, then pay across to HMRC
- Inform the sub-contractor the amount they will be paid
- Take responsibility for all status submissions to HMRC
- Provide both a payment statement (for each time the sub-contractor is paid) and an annual CIS deduction statement
- Take away the risk of CIS penalties

All sub-contractors that are paid through our CIS Engagement will have access to their personal Fair Pay Companion portal that provides access to your unique benefits platform, full visibility of all pay statements and important documents.

Fair Pay Services combine humanity and technology through a dedicated and friendly team to assist with any queries that you may have.

Your Fair Pay Companion portal can be accessed via a web browser and also has a user-friendly Smartphone App which can be downloaded for free from the Android or iOS App Store.





## WHAT DO YOU NEED TO DO?

You have to be registered as self-employed with HMRC to be eligible to be paid through Fair Pay Services' CIS Engagement.

To register as self-employed you need to call HMRC's Newly Self-Employed Helpline on **0300 200 3500**. At the same time you should also be able to register for the Construction Industry Scheme (CIS).

To register as a sub-contractor you must have a National Insurance number. If you do not have one please contact the Department for Work and Pensions on **0800 141 2075**.

Once registered for CIS, you will then receive a Unique Tax Reference (UTR) which is a 10 digit number.

If you have any issue regarding CIS or in getting a UTR then a CIS Helpline is available from HMRC on **0300 200 3210** or by calling Fair Pay Services on **01604 360222**.

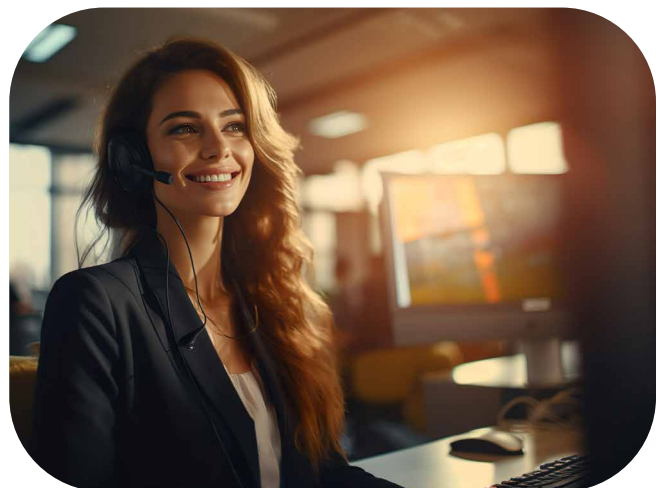
To register with Fair Pay Services please call **01604 360222**.

## BEING PAID AS A CIS SUB-CONTRACTOR

We invoice your contractor or agency on a weekly basis. We will pay you based on the monies received from them, minus our weekly margin and your CIS tax. Your rate of deduction will be set by HMRC when you register for CIS. We verify this rate when we register you.

Your pay will be paid into your bank account on a weekly basis.

Our registrations team will arrange access to your Fair Pay Companion portal where you can access your unique benefits platform, view your pay statements, important documents and much more...



## UNIQUE BENEFITS PLATFORM

We're determined to be a powerful positive force in the lives of our sub-contractors and our benefits platform, Fair Pay Companion is a huge part of how we do that. It contains a wide range of benefits designed to help you make your money go further, care for yourself and your family and get more out of contracting. Benefits include:

- Medical and support services, including 24hr access to GP appointments by phone and webcam, a confidential employee assistance program and specialist help for carers
- Fitness and wellbeing services, including gym discounts, free to stream exercise videos and hundreds of healthy recipes
- Our huge discount outlet with discounts and cashback on thousands of products and services, including discounts at major supermarkets, cinemas, restaurants and much, much more.



**DON'T JUST TAKE  
OUR WORD FOR IT**  
see what other sub-contractors  
think about our service!

“ I have used them several times and got my money on time, every time. Very professional team and after care is second to none. You can message them out of the blue years later requesting payslips and all and you would still get the same professional service. Recommended. Once I go back to contracting I'll be in touch again. Keep up the excellent work. :-)”

“ Jonny was so helpful and really helped me get registered quickly in a complicated situation. Thank you very much, I'm very pleased with the service! ”

### CONTACT US



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