

CIS Registration

How do I get CIS Registered?

Get registered for Self Assessment by ringing the registration number: **0845 915 4515**

To obtain your UTR number you need to give them your personal details including:

- Name
- Address
- DOB
- NI number
- Telephone number
- UTR number (first 10 digits of your CIS card number if you have one)
- Date plan to start working
- Type of work

You will receive a UTR (Unique Tax Reference) number in the post in due time

Once you have received your UTR number (can take up to 3 weeks)

Call the New CIS registration helpline on **0845 366 7899** giving them your UTR, they will then put you on the CIS database

Once you have done this and the helpline have confirmed at the end of the call that you are on their database for the New CIS Scheme then give Pavillion a call and we will get you verified and start to pay you.

If you find any of this confusing, our experienced sales support admin team is here to help.

Please call **0161 713 1730** and ask for a member of sales support.

When calling please state your name, agency and that you require help on registering for the new