
2021 LEVY RETURN

Guidance Notes



A guide to
completing your
Levy Return



citb.co.uk/levy



**Can I
complete my
Levy Return online?**
Yes, visit
citb.co.uk/levyonline
to sign up.

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Legal statement

Employers wholly or mainly engaged in construction industry activities are required to complete a Levy Return. If we do not receive your Levy Return, we will estimate how much you must pay. If you fail to return it by the due date, we reserve the right to take legal action in accordance with the Industrial Training Act 1982, s6(5).

How to complete your 2021 Levy Return

Section 1 Details of your business

Please check the information in this section is correct. If it isn't, amend it.

You will only have a Companies House number if your business has been incorporated as a limited company.

A company is a legal entity with a separate identity from those who own or run it.

What is my main activity?

Choose which main activity best represents your business. If it has changed, it is important that you detail this on the Levy Return. For a list of main activities, please see pages 16–17.

Section 1 Details of your business		Our records contain the following information about your business. Please amend if incorrect or complete where blank. You should inform us immediately if any of these details change in the future.
Contact name A Sample	Email asample@email.co.uk	
Contact tel no. 07123 456 789	Mobile tel no.	
A Sample Building Services 123 Brick Lane Anytown AN2 90X	Registration number: 1234567 Return by: 30 June 2021 Telephone: 0344 994 4455 Email: levy.grant@citb.co.uk	
Companies House no.		

Main activity
If incorrect, please enter the description which best describes the main activity of your business from the list on pages 16–17 of the Guidance Notes.
Building maintenance

For help completing your Levy Return,
call **0344 994 4455** or email **levy.grant@citb.co.uk**

Section 1a

Membership of employer organisations

Please detail any employer organisations you belong to. For a list, and to find out why we need this information, see pages 18–19.

Section 1b

Full names of sole traders or partners

Only complete this section if your business is not a limited company.

Section 2

Establishments

If you have more than one construction establishment, enter the details for each one on page 2 or on a separate sheet attached firmly to your Levy Return. If your construction establishment does not currently have a CITB Registration Number, or you do not know this, please leave this column blank.

An establishment is regarded as an entity in a commercial sense of a separate house of business or commercial organisation. It does not include in-house departments, separate office locations, building sites, yards etc.

Section 1a Membership of employer organisations

If you are a member of any employer organisation not listed in this box, please add. A non-exhaustive list of employer organisations is featured on pages 18–19 of the Guidance Notes.
If you do not belong to an employer organisation, please write 'NONE'.

*Federation of Master Builders (FMB)
Home Builders Federation (HBF)*

DO NOT LEAVE THIS BOX BLANK. If you don't belong to an employer organisation, you should state '**NONE**'

Section 1b Full names of sole trader or partners (if applicable)

Section 2 Establishments (a separate division or part of the business)

The total number of establishments to be included in your Levy Assessment.
Provide their name, address, CITB Registration Number and Companies House number overleaf.

Section 2 (continued) Establishments (a separate division or part of the business)

Provide details of all establishments declared on page 1. Continue on a separate sheet if necessary.

Name of establishment	Address	Postcode	CITB Registration Number (if known)	Companies House number
¹ DE Demolition	Anchor Industrial Estate, Anytown	AN7 0WN	2345678	9876543211
² Anytown Homes	123 Business House, Anytown	AN6 1TY	3456789	9876543212
³				
⁴				

Section 3

Payments to employees, including paid directors

Please inform us of your total gross taxable payments made to all employees on the payroll. Please also include payments to any leavers, and furlough payments made under the HMRC Coronavirus Job Retention Scheme (CJRS). Where applicable also include any top up payments made to employees. Part-time employees should be counted as appropriate fractions of full-time employees.

Section 3 Payments to employees, including paid directors		Amount in whole pounds only Do not leave blank	
Do not include sub-contractors or agency staff in this section			
Total gross taxable payments made to all employees on the payroll, including paid directors, before deductions from 6 April 2020 to 5 April 2021.		A	£ 85665 p
Average number of employees on the payroll.		B	42
If you have entered '0' in box A, please tell us why.			

EXCLUDE the following from this declaration:

- Pensions
- Sole trader and partner drawings
- Employer's National Insurance Contributions (NIC)
- Dividends
- Payments to self-employed workers, sub-contractors or agency staff.

Section 4

Construction Industry Scheme (CIS) payments and status

Part of the Levy is calculated based on payments made to net paid (CIS taxable) sub-contractors. Levy will not be assessed on any payments made to gross paid CIS sub-contractors.

Section 4 Construction Industry Scheme (CIS) payments and status		Amount in whole pounds only Do not leave blank	
Total tax deducted from sub-contractors paid through CIS from 6 April 2020 to 5 April 2021.		C	£ 11568 p
Total of all payments (before deductions) to all sub-contractors paid through CIS from 6 April 2020 to 5 April 2021.		D	£ 242602 p
CIS Status - Please state if your business is paid "Gross" or "Net" when working for a main contractor in the construction industry.		E	GROSS <input type="checkbox"/> NET <input checked="" type="checkbox"/>
Have you deducted tax at 30% from some or all sub-contractors paid through CIS from 6 April 2020 to 5 April 2021?		NO	<input type="checkbox"/>
		YES	<input checked="" type="checkbox"/>
Please refer to the accompanying guidance notes for further help completing this section.		Leave Box F blank and continue on the next page	
Total payments, less the cost of materials, made through CIS to taxable sub-contractors from 6 April 2020 to 5 April 2021.		F	£ 55340 p
Do not include payments where tax was not deducted			

For help completing your Levy Return,
call **0344 994 4455** or email **levy.grant@citb.co.uk**

Box C Total tax deducted

In Box C you can simply add together and declare the 'Total tax deducted' figure from each of the CIS300/online contractor monthly returns that your business submitted in the year to 5 April 2021.

Box D Total CIS payments

Provide the total of all payments (before deductions) to all CIS sub-contractors. This figure can be found in the column headed **'Total payments made (does not include VAT)'** on the 12 monthly CIS300/online contractor returns that you have submitted to HMRC.

Box E CIS status

Please state if your business is paid 'gross' (without CIS tax deducted) or 'net' (with CIS tax deducted) when working for a main contractor.

Box C, D & E

Do not leave blank

£ 8 5 6 0

4 2

Amounts and status

Amount in whole pounds only
Do not leave blank

C £ 1 1 5 6 8 0 0 p

Do not leave blank

D £ 2 4 2 6 0 2 0 0 p

E GROSS ☒ NET ☐

NO ☐

YES ☒

Leave Box F blank and continue on the next page

Complete Box F

For help completing your Levy Return,
call **0344 994 4455** or email **levy.grant@citb.co.uk**



Example of a CIS monthly return

Monthly Return – Print

Monthly Return for period ended
5 May 2020

This monthly return was submitted on 12/05/2020.
Your IRmark is: XXXXXXXXXXXX
Number of subcontractors: 4

Name	Verification number	Total payments made (does not include VAT)	Cost of materials (paid for by subcontractor)	Total tax deducted
123 Building Services Ltd	V115455532	1,000.00	0.00	✓ 200.00
456 Electricals Ltd	V115465539	5,000.00	0.00	✗ 0.00
Cat Tooth Roofing Ltd	V115415533	3,500.00	2,000.00	✗ 0.00
Steve Taylor	V168891254	1,600.00	600.00	✓ 300.00
Totals		11,100.00	2,600.00	500.00

Do not use the figures from the 'Totals' row, because if you deduct the total 'Cost of materials' from the total 'Total payments made', they may include gross-paid sub-contractors and result in a higher Levy bill.

Calculating Box F	
Tax was deducted at 20% but no material costs. Add the total payments made.	1,000.00
Tax was not deducted. Ignore this line.	-
Tax was not deducted. Ignore this line.	-
Tax was deducted at 30% and there were material costs. Add the total payments made minus the cost of materials.	1,000.00
Box F Total	2,000.00

Add together the total payments made to each sub-contractor where tax was deducted, subtracting the cost of their materials from each line.

Add this total together and do the same for every month between 6 April 2020 and 5 April 2021, and enter the final total into Box F.

Section 5

Declaration

The declaration needs to be signed by a director, company secretary or someone in a similar position of responsibility.

Section 5 Declaration		
I declare that: • the information provided on this Levy Return is correct and complete; and • I shall keep all supporting information for the purpose of verification.		
Your signature <i>A Sample</i>	Print name <i>A SAMPLE</i>	
Business name <i>A Sample Building Services</i>	Position <i>Managing Director</i>	Date <i>01/06/21</i>

Section 6

How CITB uses your information

Please read this section of the Levy Return carefully.

If you would like to receive marketing information about CITB's products and services, please provide your contact details.

You can opt-out from marketing activity at any time by contacting **unsubscribe@citb.co.uk**

Section 6 How CITB uses your information
All information provided to CITB will be processed in accordance with the Industrial Training Act 1982, the Data Protection Act 2018 and UK Data Protection Act 2018 and the UK General Data Protection Regulations, as replaced, amended or updated, as applicable. The information you provide to CITB in completing this Levy Return is in accordance with the requirements of the Industrial Training Act 1982 and will be used for purposes connected with all of CITB's functions as an Industrial Training Board. These purposes are set out in our Privacy Policy on our website at citb.co.uk/privacy

**The declaration
is on the back of
your Levy Return.**

**Please make sure you
complete the declaration
before sending it
back to us.**

If you are unsure about anything, please refer to the relevant page in this booklet, call **0344 994 4455** or email **levy.grant@citb.co.uk**

Checklist

Before signing the declaration on page 2 of your Levy Return (Section 5), please check that you have:

- ☐ Completed all the relevant boxes
- ☐ Checked your business name and contact details
- ☐ Amended the details in the 'Membership of employer organisations' Section 1a
- ☐ Included your directors' wages in Section 3 of the Return if your business is a limited company
- ☐ Explained why, if you have declared nil payroll in Section 3
- ☐ Put your name and CITB Registration Number on any continuation sheets and securely attached them
- ☐ Written amounts in whole pounds only
- ☐ Read the legal statement on page 2.

We recommend you keep a copy of the signed CITB Levy Return for your records.

It's important to be accurate

Incorrect information is likely to result in a verification visit. Our staff may also visit employers who have not sent in a completed Levy Return. Legislation states that we may ask to see all relevant records.

The law states that we can require you to provide us with Levy Returns and other information we consider necessary to carry out our functions.

If you don't complete your Levy Return or don't provide us with the records and information we request, you may be fined. If you knowingly or recklessly give false information, you may be fined, go to prison, or both.

If you are unsure about anything, please refer to the relevant page in this booklet, call **0344 994 4455** or email us at **levy.grant@citb.co.uk**

Why do I have to complete a 2021 Levy Return?

Completing your Levy Return is a legal requirement.

It ensures you can access grants and funding for training.

The next renewal of the legislation enabling CITB to raise the annual Levy is due in early 2022 and the 2021 Levy Return will be assessed under that new legislation. The Levy rates to be applied to this Levy Return will be confirmed towards the end of 2021 or early 2022.

What about dormant companies?

Dormant companies must still complete an annual Levy Return.

What happens if I don't complete a Levy Return?

- We will send you an estimated Levy assessment
- It will affect your entitlement to receive grant payments from us
- You may be fined.

Can other employers collect the Levy?

No – CITB is the only organisation authorised to impose, assess, withdraw, amend and recover the Levy.

For further information on unauthorised deductions, please visit: citb.co.uk/wagededuction

Who should complete a Levy Return?

Every construction employer on our register needs to complete an annual Levy Return, providing information about their workforce and wage bill.

For more information visit citb.co.uk/levy

Levy rates

Levy rates to be applied to the 2020 Levy Return (tax year 6 April 2019 to 5 April 2020), which will be assessed in the third quarter of 2021 are 0.175% of payments made to all employees on the payroll and 0.625% of payments made to net paid (CIS taxable) sub-contractors. This represents a 50% reduction to rates applied to the 2019 Levy Return, designed to support employers with the impact of the pandemic.

The Levy rates to be applied to the 2021 Levy Return, which will be assessed in first half of 2022, will be confirmed in late 2021 or early 2022.

Levy Return	Payments made to employees on the payroll	Net paid (CIS taxable) sub-contractors*	Assessed
2021	Rates to be confirmed	Rates to be confirmed	2022

*Net paid (CIS taxable) sub-contractors

If you complete Box F, Levy is calculated on the figure at the confirmed rate.

If you leave Box F blank, the figure in Box C is used instead; this is grossed up by CITB at 20% (multiplied by five), to arrive at the taxable payment, and Levy will be calculated at the confirmed rate on the resulting sum.

Levy exemptions and reductions

For the 2020 Levy Return, if your total wage bill including payments made to net paid (CIS taxable) sub-contractors exceeded the Small Business Levy Exemption threshold of £120,000, you would have been required to pay a Levy in 2021.

The exemptions and reductions to be applied to the 2021 Levy Return will be confirmed in late 2021 or early 2022.

2020 Levy Return thresholds – 2021 to be confirmed		
Small Business Levy Exemption	Less than £120,000	If payments made to employees on the payroll and net paid (CIS taxable) sub-contractors were less than £120,000 you will not pay a Levy but do need to complete a Levy Return.
Small Business Levy Reduction	Between £120,000 – £399,999	If payments made to employees on the payroll and net paid (CIS taxable) sub-contractors were £120,000 or more but less than £400,000 you will receive an automatic reduction of 50%.

For more information visit citb.co.uk/levy

Payment terms

Can I pay by Direct Debit instalments?

Yes, if you complete your Levy Return on time.
A Direct Debit mandate is available on our website **citb.co.uk/levypayment**

If you prefer, you can pay in one lump sum.

**If you don't send
your completed
2021 Levy Return by
30 November 2021,
your eligibility for all
2021/22 grant
claims will be lost.**

How we use the Levy

CITB's Levy supports the British construction industry to develop the skilled workforce it needs.

CITB uses the Levy to:

- Support training development through grants and funding
- Promote the construction industry as a great career choice and offer high-quality apprenticeships
- Identify skills needs across the construction industry
- Develop occupational standards and qualifications.

For more information visit **citb.co.uk/levysupport**

Can I claim grant?

All eligible employers who are registered with CITB and up to date with their Levy Return can claim grant.

Grant is paid electronically into your bank account.
If we do not have your correct bank details, please submit them online at **citb.co.uk/send-your-bank-details**

For more information about grants visit **citb.co.uk/grant**



List of main activities

- Access equipment
- Access flooring
- Alteration to a building or part of a building
- Architectural steelwork installation
- Artexing
- Asbestos removal
- Asphalt and tar spraying
- Bricklaying and pointing
- Building and civil engineering
- Building repair and maintenance
- Cavity wall insulation, draught proofing or loft insulation
- Chimney lining
- Civil engineering
- Concrete flooring
- Concrete repair
- Conservatories
- Construction labour agency/payroll provider
- Curtain walling/structural glazing
- Damp proofing
- Demolition
- Developers
- Joinery manufacture
- Land drilling
- Leadworking
- Liquid waterproof systems
- Mastic asphalt
- Netting and rigging
- Open-cast coal mining
- Painting and decorating
- Partitioning
- Passive fire protection
- Paving
- Piling
- Plant hire/repair
- Plastering and artexing
- Plastering
- Playground installation
- Powered access
- Preparing/fixing stone for building, including stone masonry
- Rail plant hire and repair
- Railway contracting
- Reinforced concrete

- Diamond drilling and sawing
- Directional drilling
- Dry lining and partitioning
- Dry lining
- Erection of timber framed buildings
- Erection or dismantling of exhibition stands
- Façade preservation
- Felt roofing
- Fibrous plastering
- Fitted kitchen/bedroom/bathroom installation
- Flat glass-glazing/emergency boarding up
- Formwork
- Garage door installation
- General building
- Hard flooring
- Hard landscaping and paving
- Hard metal roofing (using copper, zinc, aluminium, titanium, stainless steel and bronze)
- House building
- Insulated concrete formwork
- Insulated enclosure specialists (i.e. cold storage contractors)
- Insulated rendering/cladding
- Interior fit-out
- Joiner and carpenter (mainly site work)
- Resin flooring
- Road planing
- Road safety marking
- Road surface treatments
- Roof sheeting and cladding
- Roofing including slating and tiling
- Scaffolding
- Sealant application
- Shelving and racking
- Shopfitting
- Single ply roofing
- Site preparation or groundworks
- Sprayed concreting
- Steeplejack or lightning conductor engineering
- Suspended ceiling installation
- Suspended platform installation
- Swimming pool construction
- Term maintenance – buildings
- Term maintenance – roads
- Tool and equipment hire
- Tunnelling
- Underpinning
- Utilities
- Wall and floor tiling
- Window film application

Membership of employer organisations

We consult regularly with employer organisations, including the Prescribed Organisations, often called Consensus Federations, (listed to the right) that represent employers from across the industry on key Levy issues, including Levy rates and thresholds.

Please indicate any employer organisations you belong to in Section 1a. This information enables us to calculate each organisation's level of employer representation. We do not pass any financial information you give us to employer organisations.

PLEASE DO NOT LEAVE SECTION 1a BLANK.

If you don't belong to an employer organisation, you should state **'NONE'**

- **Build UK**
- **BWF** British Woodworking Federation
- **CECA** Civil Engineering Contractors Association
- **CPA** Construction Plant-hire Association
- **FIS** Finishes and Interiors Sector
- **FMB** Federation of Master Builders
- **HAE** Hire Association Europe
- **HBF** Home Builders Federation
- **NAS** National Association of Shopfitters
- **NFB** National Federation of Builders
- **NFDC** National Federation of Demolition Contractors
- **SBF** Scottish Building Federation
- **SDF** Scottish Decorators Federation
- **SPOA** Scottish Plant Owners Association

The following federations and associations are members of Build UK*

- **ACAD** Asbestos Control & Abatement Division
- **ACIFC** Association of Concrete Industrial Flooring Contractors
- **ADCAS** Association of Ductwork Contractors and Allied Services
- **ASFP** Association for Specialist Fire Protection
- **ASUC** Association of Specialist Underpinning Contractors
- **ATLAS** Association of Technical Lightning and Access Specialists
- **BCSA** The British Constructional Steelwork Association
- **BESA** The Building Engineering Services Association
- **BGA** British Geomembrane Association
- **BWF** British Woodworking Federation
- **CEF** Construction Employers Federation
- **CFA** Contract Flooring Association
- **CONSTRUCT** Concrete Structures Group
- **CPA** Construction Plant-hire Association
- **DHF** Door and Hardware Federation
- **DSA** Drilling and Sawing Association
- **EPIC** Engineered Panels in Construction
- **FeRFA** Resin Flooring Association
- **FIS** Finishes and Interiors Sector
- **FPS** Federation of Piling Specialists
- **HAE** Hire Association Europe
- **INCA** Insulated Render and Cladding Association
- **IPAF** International Powered Access Federation
- **NAS** National Association of Shopfitters
- **NASC** National Access & Scaffolding Confederation
- **NFDC** National Federation of Demolition Contractors
- **NFRC** National Federation of Roofing Contractors
- **PDA** Painting and Decorating Association
- **RIDBA** Rural and Industrial Design and Building Association
- **SPRA** Single Ply Roofing Association
- **STA** Structural Timber Association
- **TICA** Thermal Insulation Contractors Association
- **TTA** The Tile Association

* This list is accurate at the time of print

Questions about completing your Levy Return?

Please contact our Customer Operations team,
call **0344 994 4455** or email: **levy.grant@citb.co.uk**

citb.co.uk

CITB is registered as a charity in England and Wales
(Reg No. 264289) and in Scotland (Reg No. SC044875).

