



**Welcome to
Churchill Knight CIS**



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Complete the Onboarding Process

Before Churchill Knight can pay you, we must ask you to provide us with the following information to complete the onboarding process. All of these documents can be emailed to cisonboarding@churchill-knight.co.uk or submitted via the following link:

<https://www.churchill-knight.co.uk/upload-cis/>

01

Completed Contract for Services

This is a digital document that you can access from a link that will be sent to you via Signable. Please click the link, sign it and submit it; it will automatically be sent to the onboarding team.

02

Right to Work Documents

Churchill Knight CIS is legally required to prove you can work in the UK. If you are a British or Irish Citizen, you can use the photo page of your passport as proof of your right to work in the UK. Please note we cannot accept an expired passport. Otherwise, please use the [government's online right to work checking service](#) to generate a share code and send this to us along with your date of birth.

03

10-digit UTR number

Please provide us with your 10-digit UTR number and verification if you still need to do so.

04

SDC Check

You will be required to complete an SDC check for each new assignment. Please call the onboarding team on [01707 938744](tel:01707938744).

Please return the completed documents/information to us as soon as possible, as failure to do so will affect our ability to pay you.

If you have not already, please ensure you advise your recruitment agency or end-hirer that you have registered to our CIS service. You can use our CIS service with any recruitment agency or end-hirer you work with in future. All you need to do is let us know when you take on a new assignment, and we'll take care of the rest.



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Submitting Timesheets and Getting Paid

Submitting a timesheet

Depending on your recruitment agency or end clients' payroll process, you may be required to complete and submit a timesheet via the My Digital app or by emailing it to cistimesheets@churchill-knight.co.uk. If you need clarification on your agency or end-hirer's payroll process, please email cissupport@churchill-knight.co.uk, and a team member can advise on whether you need to submit a timesheet.

Getting paid

We will pay you by 5:30 pm on the day we have received the funds from your agency or end-hirer - provided they have sent us the funds by 2:00 pm.

We will deduct our weekly margin for administering your payroll. A CIS tax deduction of 20% is also sent to HMRC as a payment on account. You will then receive your income directly to your personal bank account.

Please note that if you are CIS registered but have not verified your UTR number, you will be deducted 30% instead – as this is a legal requirement.

You can verify your UTR number instantly by calling HMRC on **0300 200 3210**.

Payment Statement

Each time we pay you, you will be given a payment statement detailing the amount you have been paid and the deductions made to your pay. Your payment statement will be emailed to you shortly after you are paid, and you can also download it from the My Digital app and portal. You will also receive a text message notification when you have been paid.

If you need any support with the onboarding process or submitting a timesheet, please get in touch with us by calling 01707 938744.



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My Digital Login Information

Once you have provided the required documents to complete the onboarding process, you will be sent your login details for the My Digital app. This will be sent to you in a separate email from Umbrella Holdings. Click on the link contained in the email to activate your account.

If you have not received this within 48 hours of completing the onboarding process, please get in touch with our onboarding team at **01707 938744** or email cisonboarding@churchill-knight.co.uk.

Downloading the My Digital App

The My Digital online portal and mobile app is easy to use and will allow you to manage payroll from anywhere and at any time of the day.

With the My Digital app, you can:

- Log and submit your hours for each working week
- Update your contact information as and when required
- Receive payment notifications when you are paid via Same Day Faster Payments
- View and download your payment statements

You can use the app anywhere on your mobile or tablet device, or if you prefer, you can log on via any suitable PC or laptop browser.

Downloading the My Digital app

Visit the App Store on any Apple device or the Google Play Store on an Android device, and search for the 'My Digital' app. It's completely free to download and to log in simply input information that will be provided to you in a separate email from Umbrella Holdings.

You can also download the My Digital app via our website:

<https://www.churchill-knight.co.uk/my-digital/app/>



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Expenses and Submitting a Self-Assessment Tax Return

If you claim expenses over the course of the tax year while working on your assignments, make sure you keep hold of your receipts. You can claim back any tax you are owed when you complete and file your self-assessment tax return at the end of the tax year. Expenses may include:

- Tools
- Clothing
- Travel
- Professional subscriptions
- Insurance

CIS Workers who use our payroll service will be required to submit a self-assessment tax return at the end of the tax year – to pay Class 2 and Class 4 National Insurance and any additional tax that may be due (for higher-earners who exceed the 20% tax allowance). Therefore, even if you cannot claim expenses and file for a tax rebate, you must submit a tax return before the end of January deadline.

Special self-assessment tax return discount for our CIS sole traders

Our parent company, Churchill Knight & Associates Ltd, is a self-assessment expert – completing thousands of tax returns every year for a quarter of a century! Every CIS sole trader using our payroll service can benefit from a special discounted tax return – another perk to using Churchill Knight as your payroll provider!

For more information about our self-assessment tax return service, please call our friendly team now on **01707 938743**.



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Complaints Procedure

As part of our ongoing commitment to providing excellent service, we have a policy of dealing with all feedback, good or bad and attempting to achieve a satisfactory resolution. If you are unsatisfied with the service you have received, you can request a copy from our umbrella team by emailing cissupport@churchill-knight.co.uk.

Contact Us

If you require assistance, please do not hesitate to contact our Customer Support team by calling **01707 938745** or emailing cissupport@churchill-knight.co.uk.

Thank you for joining Churchill Knight CIS, and welcome to our service – we're happy to have you on board!



01707 938745



cissupport@churchill-knight.co.uk



www.churchill-knight.co.uk/cis-welcome/



**Accountants
Experts for Experts**

Comprehensive Services for Contractors

- CIS
 - Umbrella Company
 - Limited Company
- Sole Trader Accountancy
- Small Business Accountancy
 - Personal Tax
- Landlord Accountancy
- Outsourced Payroll

Call us now on: **01707 938745**

Email us now at: **cissupport@churchill-knight.co.uk**

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