2021 Levy Assessment

Under The Industrial Training Levy (Construction Industry Training Board) Order 2022, CITB must serve a Levy Assessment Notice on all employers who are engaged wholly or mainly in the construction industry. CITB is the operating name of the Construction Industry Training Board (CITB).

We have assessed you for the 2021 Levy. The amount you must pay relates to the first Levy Period (the period commencing with 29 April 2022 and ending with 25 May 2022) and is based on figures you declared on your 2021 Levy Return covering the financial year 6 April 2020 – 5 April 2021.

Appeal Process

Employment Tribunal

You may appeal against your assessment to Levy directly to an Employment Tribunal within one month from the date of service of the Levy Assessment Notice.

If you wish to lodge an appeal with the Employment Tribunal please contact your local Employment Tribunal office. You do not have to pay a fee to lodge an appeal against assessment to Levy.

An appeal lodged and accepted by an Employment Tribunal will suspend any action by CITB to recover the Levy until the determination of the appeal.

CITB

Before submitting an appeal, you may wish to informally challenge your assessment to Levy with CITB or request an extension of time in which to lodge an appeal to the Employment Tribunal. The Board's address for service of such challenge or application for extension is: Levy Appeals Team, CITB, Sand Martin House, Bittern Way, Peterborough, PE2 8TY.

There is no cost for lodging such a challenge or making a request for an extension of time in which to lodge an appeal.

How to pay your Levy

Direct Debit instalments – As your assessment is not estimated you may continue to pay by Direct Debit instalments. Please phone our Customer Operations Team on 0344 994 4455 for further assistance.

By post – Make cheques payable to 'CITB'. Send this slip with your cheque to the Cashiers' Section, CITB Box 30, C/O SSCL, Phoenix House, Newport, NP10 8FZ.

- By standing order – Please see over for contact information.
- BACS – Payment should be made to:
  Sort Code: 20-30-99
  Account Number: 00281123
  Please ensure that you quote your Registration Number when making a BACS payment.

[Owner]
[RegisteredName]
[TradingName]
[Line1]
[Line2]
[Line3]
[City]
[Postcode]

Levy & Grant Customer Operations
CITB Box 30
C/O SSCL
Phoenix House
Newport
NP10 8FZ

[CSkillsPhone]
[CSkillsEmail]

CITB Registration Number: [EmployerID]
[Despatch date]

Dear Employer

YOUR 2021 LEVY ASSESSMENT NOTICE

Thank you for completing your 2021 Levy Return for the year 6 April 2020 – 5 April 2021. Enclosed is your 2021 Levy Assessment Notice, which has been based on the information you provided.

Complete your 2022 Levy Return

You should have now received your 2022 Levy Return to complete, if you have not done so yet it is important to return your 2022 Levy Return as soon as possible to continue to receive grant.

Yours sincerely

Customer Operations Team

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

COMPLETE YOUR 2022 LEVY RETURN ONLINE

IT'S QUICK & EASY

citb.co.uk/levyonline

To keep up to date with the latest industry news and find out about CITB events, sign-up online at

citb.co.uk/opt-in

citb.co.uk/levy
or call 0344 994 4455

[Owner]
[RegisteredName]
[TradingName]
[Line1]
[Line2]
[Line3]
[City]
[Postcode]

Levy & Grant Customer Operations
CITB Box 30
C/O SSCL
Phoenix House
Newport
NP10 8FZ

[CSkillsPhone]
[CSkillsEmail]

CITB Registration Number: [EmployerID]
[Despatch date]

CITB 2021 Levy Assessment Notice

We have assessed your business for the 2021 Levy. The amount you must pay is based on figures you declared on your 2021 Levy Return covering the financial year 6 April 2020 – 5 April 2021.

Payments we take account of		**Levy rate**	**Amount**
Amount you paid to employees on payroll (PAYE)	£[PAYE]	0.35%	£[Assessed_PAYE]
Amount you paid to net paid (CIS taxable) sub-contractors (This figure is based on the amount declared at Section 4, Box C of the Levy Return grossed up by the current CIS rate of 20%)	£[CIS]	1.25%	£[Assessed_CIS]
		Sub total	£[Sub_Total]
Less Small Business Levy Reduction		50%	£[PAYE_TAPER]
Payment due by 28 July 2022		**Levy assessed**	**£[Total]**

This is the amount of Levy payable by you, assessed under The Industrial Training Levy (Construction Industry Training Board) Order 2022 in respect of each establishment included in this notice.

If your Levy has been reduced by 50% this is because your total payments for the financial year 6 April 2020 – 5 April 2021 were £120,000 or more, but less than £400,000.

Please be aware that late payment of this Levy may cause you to incur interest charges and other costs. The notes over the page give further information and tell you how you can appeal.

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NOTICE OF PAYMENT BY DIRECT DEBIT INSTALMENTS

Direct Debit Reference Number: [EmployerID]
Direct Debit Due Date: [FirstDate]
Direct Debit Service User Number: 410428
Your Bank Sort Code: [BankSortCode]
Your Bank Account Number: [BankAccountNo]

First instalment due on [FirstDate] of	£[FirstAmount]
Followed by nine monthly instalments of	£[RestAmount]
due on the [DayofPayment] of each month commencing [NextDate]	
Total Amount Payable by Direct Debit	£[Total2]

The amount(s) shown above will be collected by Direct Debit on or immediately after the due date(s). If your payments are not made in line with the agreed instalment plan, it may be necessary for CITB to cancel the arrangement and take action to collect the total amount payable.