



CTF Bulletin 65

17 September 2012

This bulletin tells you about

- CTF Decommissioning of Fortnightly Schedules and Returns

You should address any enquiries about this bulletin to savings.audit@hmrc.gsi.gov.uk.

The HMRC website address is www.hmrc.gov.uk and there are pages for [Local Authorities](#).

Please ensure the appropriate people in your organisation read this bulletin.

Decommissioning of Fortnightly Schedules & Returns

We have received a number of enquiries from providers about the timetable for decommissioning the current fortnightly return / schedule interface.

The relevant return filing periods in the run up to close down will be as follows:

Return for Period 1st to 15th February 2013 (filing period 16th to 20th February 2013)

The last CTF vouchers will expire on 31st December 2012.

Instructions to open Revenue Allocated Accounts in respect of any vouchers unused at 31st December 2012 will be included on the schedule issued in response to a providers' return for this period. If no return is filed for the period an instruction only schedule dated 16th February will be issued on 21st February 2013.

Return for Period 16th to 28th February 2013 (filing period 1st to 5th March 2013)

The final instruction schedule will be issued in response to a providers' return for this period. It will include no instructions to open Revenue Allocated Accounts, but will include all other types of instructions including instructions to claim government contributions. If no return is filed for the period an instruction only schedule dated 1st March will be issued on 6th March 2013.

Return for Period 1st to 15th March 2013 (filing period 16th to 20th March 2013)

This will be the final provider return. The schedule in response will be the final schedule and will be a payment only schedule. No further payments will be issued following this date.

It will not be possible to file a return after 20 March 2013.

Return for period 16th to 31st March 2013 (filing period 1st to 5th April 2013)

No returns will be necessary for this or any later period.

It is therefore important that providers make their returns for the periods

- **16th to 28th February 2013, and**
- **1st to 15th March 2013**

on time, and that these include responses to all outstanding instructions from previous schedules.

Any outstanding instructions to claim government contributions that are not included on either of these returns will have to be handled offline and this will cause additional work for providers and HMRC.

For any exceptional cases where CTF eligibility is established after 31 October 2012 where it is necessary to open a CTF account we will contact providers on a case by case basis to make arrangements for an account to be opened and a payment made by BACs and CHAPs.

We will issue further Bulletins reminding providers of these timelines and providing further information in due course.