

Using FBI for Company Tax Returns

Introduction

This is a step-by-step guide to using Online Filing (FBI) for submission of Company Tax Returns within the Company Tax Return program.

If you have not previously used FBI for submission of personal, partnership or trust returns, you should read the *FBI User Guide*, which describes in detail the various processes involved in setting up and using FBI in Tax Assistant. Before you can use FBI, you must register as an agent for online filing with HM Revenue & Customs and obtain a User ID and Password.

The facility to include attached files in an FBI submission has been introduced with the Company Tax Return. Even if you have used FBI before you should read step 4 carefully to understand the mechanism for attaching files to your submissions.

1. Install FBI Courier

If FBI Courier has already been installed for use with the personal, partnership or trust returns, you can ignore this step. Go to step 2.

FBI Courier is a program that acts as a “post office” within your system. You will lodge returns from the Company Tax Return program to FBI Courier. You will then use FBI Courier to transmit returns to HMRC and receive responses back from HMRC for delivery to the Company Tax Return program. FBI Courier can be installed from the Tax Assistant CD. If the computer on which you use the Company Tax Return has access to the Internet, we recommend that you install FBI Courier on to that computer into the default folder, which is C:\TAXCOUR (where C: is the drive letter of your system disk). If your computer does not have access to the Internet, you can install FBI Courier on to another computer, which has Internet access, but the location into which you install FBI Courier must be shared for read and write access by all computers that will use FBI in the Company Tax Return program.

When you install FBI Courier, a shortcut to start the program is created on the Windows Desktop.

2. Set up FBI in the Company Tax Return program

Start the Company Tax Return program, then click on the **Filing By Internet** button on the toolbar, or select **Administration** on the **FBI** menu, to open the **FBI Administration** window. Before the FBI Administration window is opened for the first time, you will be asked to enter your **FBI User Information**. It is important that you enter your email address in the **User information** frame; by doing so you will receive email acknowledgements of submitted returns in addition to the normal FBI responses. In the **Login information** frame enter the **User ID** that was allocated to you when you registered with HMRC for online filing and the **Password** you chose when registering for the service. It is very important that you enter the User ID and Password correctly. If you want the computer to store your Password so that you do not need to enter it every time you login, tick the **Remember password** checkbox. Click on the **OK** button to open the FBI Administration window. You can return to the FBI User Information window at any time from within the FBI Administration window by clicking on the **FBI User Information** button.

Click on the **Help** button for help with using the FBI Administration window.

At the top of the FBI Administration window you will see a textbox labelled **Tax Courier Folder**. Make sure this box contains the directory path to the folder into which FBI Courier was installed. The default entry is C:\TAXCOUR. If you installed FBI Courier into that folder you will not need to make any changes.

In the frame labelled **Client File Folders**, there are four items associated with your file folders. Each item comprises an **Identifier** textbox and a **Select** radio button. One of the folders will be shown as selected. Enter an Identifier for each folder that has an associated name. An Identifier can be any two characters, but you must enter a different two-character identifier for each folder. This two-character identifier will be used as a “delivery address” for incoming HMRC responses.

The **Client Files** frame provides facilities to view and print the status of each return. Use the **Select** buttons to view lists of returns at the various stages for the online filing process. Use the **Process Log** button to view and print the process log for any selected list. After selecting a client file in the list use the **Responses** button to view and print the HMRC responses for that client’s file.

Click on the **Close** button to close the FBI Administration window.

3. Complete the return

Open a client’s return and complete it in the normal way.

4. Specify attachments

You can include attachments to be submitted along with the Company Tax Return. These attachments comprise any of the schedules that you have created while completing the return and up to four additional files. The most obvious file you will want to attach is the company’s accounts. There may be other files you want to include as supporting documents.

Click on the **FBI Attachments** button on the toolbar or select **Attachments** on the **FBI** menu to open the **FBI Attachments** window.

Click on the **Help** button for help with using the FBI Attachments window.

In the **Return Type** frame you must specify whether this is a new or an amended return. Select **New** if this return is being submitted for the first time. Select **Amended** if this return is being submitted as an amended version of a previously submitted file.

In the **CT603 Period** frame enter the **From** and **To** dates from the Notice form CT603 to which this return relates. Note, however, that for an amended return the CT603 Period boxes must be blank.

In the **Attached Schedules** frame select which schedules you want to include in the FBI submission. You can select the schedules individually or use the **Select All** and **Select None** buttons to include all the schedules or exclude all the schedules respectively. Use the **Preview** button to preview and, if required, print the schedules that will be included.

In the **Attached Files** frame select external files, such as the company accounts document, which you want to include in the FBI submission. You can include up to four external files. These files must be in PDF format. Use the **Select** button to browse for the required file. Use the **Remove** button to remove a previously selected file. In the **Type** list, select a type that most closely matches the type of file that you

are attaching. Use the **Preview** button to preview and, if required, print the external file.

When you are satisfied with your selection, click on the **OK** button to confirm the selected attachments.

5. Validate the return

Click on the **Validate Tax Return** button on the toolbar, or select **Validate** on the **FBI** menu to check that the return is valid for FBI submission. If any validation error messages are displayed you must make the appropriate corrections before submitting the return by FBI. The program will not allow you to lodge the return until it has satisfied all the validation checks.

6. Lodge the return

Click on the **Filing By Internet** button on the toolbar, or select **File** on the **FBI** menu to open the **FBI File** window.

Click on the **Help** button for help with using the FBI File window.

This window can be used to lodge the return to FBI Courier and to examine the responses after the return has been submitted.

The **Send immediately** checkbox is used to determine whether FBI Courier will run immediately after the return is lodged. If you do not tick the Send immediately checkbox, FBI Courier must be run separately to transmit the return. This is useful if FBI Courier has been installed on a different computer on the network. Several returns can be lodged from the Company Tax Return program, possibly from different computers. FBI Courier can then be run to transmit them all as a batch.

If FBI Courier has been installed on the same computer as Tax Assistant you will probably want to transmit the return immediately in which case you should tick the **Send immediately** checkbox.

Click on the **Lodge Tax Return** button. If you ticked the Send immediately checkbox, the FBI Courier window will be displayed. If you did not tick the Send immediately checkbox, a message will appear indicating that you must run FBI Courier to transmit the return.

In FBI Courier, the status message at the top of the window should show that there is "1 TAX Forms to send". Click on the **Send TAX Forms** button to transmit the return. The time taken to transmit the return will depend on the size of the file. This is largely determined by the size of the attached files you chose to include in the submission. It also depends on the speed of your Internet connection.

After the whole return has been transmitted, FBI Courier will "poll" the Government Gateway for the HMRC response. You will see the progress bar operating at the bottom of the FBI Courier window approximately once every ten seconds. This will occur three or four times, after which the status message should show that there are "0 files to poll" and "0 TAX Forms to send". This indicates that a response has been received.

Occasionally, the HMRC computer will not respond immediately. If FBI Courier does not receive a response after polling the Gateway 12 times, it stops polling and the status message indicates that there is "1 file to poll". In this case you will have to run FBI Courier at a later time to continue polling the Gateway for responses.

Click on the **Exit** button to exit from FBI Courier and return to the Company Tax Return window.

7. View the response

Click on the **Filing By Internet** button on the toolbar or select **File** on the **FBI** menu to open the FBI File window again. The entries in the **Process Log** frame show whether the return has been accepted or rejected. Click on the **View HMRC Responses** button to preview and, if required, print the HMRC response. It is important that you examine this response if the Process Log shows that the return has been rejected. If you included an email address in the FBI User Information window (see step 2 above), an email message indicating acceptance or rejection of the return will be sent from HMRC to that email address.

We would like to know about any rejections you receive. This will help us to enhance our validation checks for future versions. If you get any rejections please let us know the rejection number and description by sending an email message to support@drummohr.com.

Repeat steps 3 to 7 for each subsequent return.

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