



Questionnaire to determine Self Employment status

✓ To be completed by the self-employed individual

✗ Do **NOT** complete this form if you:

▶ Have a Registered Company Number ▶ Supplying goods

The Following document is to be completed by individuals considered “self-employed”, trading under their own name or a company name. The purpose of this check is to conform to the internal due diligence checks required by HMRC, for the use of off payroll individuals, providing a service. You should receive a response from us confirming the result of the determination.

You will only need to complete this form once; unless any of the details provided change. **Each question should be completed, any questions that do not apply please mark with an N/A.**

Individuals Name / Trading Name (If applicable)	
Contact Email	
Address	
SU Contact Name	
Self-Employment Tax Number or Unique Tax Reference number (UTR):	

1) Have you already undertaken the work required?

2) Was there a common intention expressed between you & the SU that the work should be carried out on a self-employed basis during the discussion of your terms & conditions? Has there been a contract agreed?

3) How much are you being paid for the work? Is this an Hourly Rate or Fixed Price?

£_____

Fixed

Hourly Rate

Other



4) Please provide details of the work that will / has been completed.

Time Scale:

Equipment:

Location:

Material costs:

5) Who is responsible for Financial Risks? (Corrections, Replacements etc.)

I am Responsible

I am not Responsible

6) Will you incur any costs related to this work, prior to payment?

Equipment

Materials

Vechile Costs (Inc. Fuel)

Other Costs

Details:

7) Do you know what to do to get the work done & not be told what to do (i.e. under SU management)?

I have Full Control

I do not have control

I have partial control with
UWESU

8) Have you delegated this service to another individual or has the work been completed personally? If so, are you required to pay them?

I completed personally

I have delegated & paid

Other (Type Below)

9) Do you currently or have you recently provided services of a similar nature to other clients?

Yes

No

10) Are there any other details that you feel are relevant in determining your employment status?



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DISCLAIMER

I hereby declare that I am registered as self-employed and make my annual returns through:



► The HMRC Website

☐

► A Tax office or Advisor (Name and Address):

☐

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Self-Employment Tax Number or
Unique Tax Reference number (UTR)

National Insurance Number

Name (Please print)

Address

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Signature: Date

All sections of this form must be completed otherwise it will be rejected. Please return this declaration, **along with the Questionnaire** to your Student Union contact.