UWE Students' Union
U Block, Frenchay Campus
Coldharbour Lane
Bristol
BS16 1QY

# 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 "selfemployed", 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 /<br>Trading Name (If applicable) | |
| Contact Email | |
| Address | |
| SU Contact Name | |
| Self-Employment Tax Number or<br>Unique Tax Reference number (UTR): | |
| In line with our duty under extended liability for Right to Work checks since 1st October 2026, please confirm that you have a documented process for checking that all employees have the Right to Work in the UK | Yes ☐ No ☐ |
| We therefore require a share code in order process your compliancy within the Right to Work checks in the UK | |

1) **Have you already undertaken the work required?**

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**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?**

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

£_____

Fixed ☐

Hourly Rate ☐

Other ☐

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

*Time Scale:*

*Equipment:*

*Location:*

*Material costs:*

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

I am Responsible ☐ I am not Responsible ☐

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

Materials ☐

Equipment ☐

Other Costs ☐

Vehicle Costs (Inc. Fuel) ☐

Details:

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**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 ☐

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**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) ☐

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

Yes ☐ No ☐

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**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) ……

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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.