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| **IR35 Worker New Starter Form** |

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| **Introduction** |
| The off-payroll working rules can apply if a worker provides their services through their own limited company or another type of intermediary to the Council. Hiring Managers should use this form when:1. You intend to engage a non-employee for a period of time; AND
2. The worker has been assessed using the Check Employment Status for Tax – HMRC Tool (<https://www.gov.uk/guidance/check-employment-status-for-tax>) and determined to be inside IR35 for tax purposes.

When completed, please return to <Insert Hiring Manager name>. The information provided on this form will be used by our Payroll Team to set up a record for tax and NI to be deducted from the individual according to law, and also to allow the individual to present invoices for payment.  |
| **Instructions** |
| Part 1 - Hiring Manager to complete and send to Worker. Part 2 – Worker to complete and return to Hiring Manager. |

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| **Part 1 - Hiring Manager Details** |
| Name of Hiring Manager responsible for the engagement |  |
| Work Address (if applicable) |  |
| Service and Section  |  |
| Your email address |  |
| Your telephone Number |  |
| Start Date of Worker |  |
|  |
| **Part 2 - Worker and Supplier Details** |
| **Worker details** |
| Worker full name |  |
| Worker’s home address |  |
|  |
|  |
|  |
| Postcode |  |
| Worker’s date of birth |  |  |  |
| Worker’s National Insurance number |  |
| **Intermediary details (eg Limited Company, Partnership etc) for payment purposes** |
| Company Name |  |
| Company Number |  |  |  |  |  |  |  |  |
| VAT registration number(if applicable) |  |
| Company’s address |  |
| Registered company Address (if different from above) |  |
| Tel number |  |
| Email address for remittance |  |
| Email for purchase orders |  |
| **Company Bank Details** |
| Bank Account Holder Name |  |
| Bank account number |  |
| Bank account sort code |  |
| Building society roll ref (if applicable) |  |

Hiring Manager Signature: ……………………………………………….

Intermediary Signature: ……………………………………………….

Date: ………………………………………………..