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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 |  | | | | | | | | | |
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|  | | | | | | | | | |
| 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: ………………………………………………..