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| **IR35 –CONTRACTOR PAYROLL FORM**  **Council schools & services only** |

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| SECTION 1 – to be completed by recruiting manager | | |
| **IR35 reference**  Complete the IR35 employment status check at:  <https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>  and save for your records.  If the result is that your contractor is out of scope of the IR35 legislation, you can continue to pay them as you currently do |  | |
| **Establishment Name:** |  | |
| **Establishment Cost Centre:** |  | |
| **Establishment Contact Officer:**  (name and email address) |  | |
| **Companies House registration number**  Not all contractors will be registered at Companies House but you need to check and make note of the company registration, if there is one.  <https://beta.companieshouse.gov.uk>  (state N/A if not registered) |  | |
| **VAT registration number**  Not all contractors will be VAT registered but if they quote a VAT number on their invoice please check its validity at:  <http://ec.europa.eu/taxation_customs/vies/>  (state N/A if not registered) |  | |
| **Eligibility to work and identity check completed:** |  | |
| **Start Date:** |  | |
| **Name and Title:** |  | |
| **Address:** |  | |
|  |  | |
| **Postcode:** |  | |
| **Telephone No:** |  | |
| **Date of Birth:** |  | |
| **National Insurance Number:** |  | |
| **Bank Sort Code:** |  | |
| **Bank Account No:** |  | |
| SECTION 2 – to be completed by Payroll | | |
| **Personnel Number:** |  | |
| **Position Title:** | IR35 Position | |
| **Position Number:** | 50177811 | |
| **Org.Unit Number:** | 50177804 | |
| **COMPLETED BY:** | | |  |
| Recruiting Manager:  Print & signature |  | Date: |