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| **IR35 –CONTRACTOR PAYROLL REGISTRATION FORM**  **Non Council** |

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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) |  | |
| **Eligibility to work check** |  | |
| **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: |