

Record of Self Employed Status Form

It is a requirement of Cornwall County Council that we confirm you are responsible for your own tax before we pay you for the first time.

Name:- _____

Address:- _____

Telephone No:- _____

Are you self-employed?

Type of Work:-

If you can answer "yes" to the following questions, it will usually mean that your status in this situation, is one of self-employment

	Y/N
Do you have the final say in how the business is run?	<input type="text"/>
Do you risk your own money in the business?	<input type="text"/>
Are you responsible for meeting the losses as well as taking the profits?	<input type="text"/>
Do you provide the main items of equipment you need to do your job?	<input type="text"/>
Are you free to hire other people on your own terms to do the work you have taken on?	<input type="text"/>
If so, do you pay them out of your own pocket?	<input type="text"/>
Do you have to correct unsatisfactory work in your own time and at your own expense?	<input type="text"/>

Please continue overleaf

Please sign the declaration below to confirm your self-employed status:-

I confirm that I am registered as self-employed in the capacity stated overleaf and I will notify the school should my employment status change.

Signature:- _____

Date:- _____

Note: HM Revenue & Customs may impose a penalty if they are not notified within 3 months by the self-employed person that self-employed work has commenced (HMRC form CWF1)

The following information is desirable

Tax Reference Number _____

NI Number _____

VAT Registered (Y/N) Yes No

VAT No. _____

Office use only

Pay by Cheque Y/N

Pay via payroll Y/N

NB If there is any doubt about the self-employed status of the individual, pay via CCC payroll on FP14