

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?

Do you risk your own money in the business?

Are you responsible for meeting the losses as well as taking the profits?

Do you provide the main items of equipment you need to do your job?

Are you free to hire other people on your own terms to do the work you have taken on?

If so, do you pay them out of your own pocket?

Do you have to correct unsatisfactory work in your own time and at your own expense?

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