

Off-Payroll Worker Engagement Form

- An off-payroll worker is anyone engaged for work as a Personal Services Company who has been classified by the 'Employment Status Service' tool provided by HMRC as an 'Employee'.
- There should be a clear purpose for engaging the off-payroll worker, which acknowledges that the work cannot be accommodated by existing staff resource. Please consult your HR Business Partner for advice.
- A Right to Work check MUST be completed BEFORE the individual starts work.
- All off-payroll workers must be paid through the University payroll into a verified business bank account.
- Completed forms should be printed, signed and sent to Human Resources, (7th Floor Main Building, Room MB716) 5 working days before the work is due to commence.

SECTION 1: Details of the work to be completed

Nature of the work to be completed:	Click here to enter text.
-------------------------------------	---------------------------

Category of work:	Choose an item.										
School/Division:	Choose an item.										
Subject Group/Department:	Click here to enter text.										
Reporting Manager:	Click here to enter text.										
Start Date:	Click here to enter a date.				Target End Date:			Click here to enter a date.			
Total cost:	£										
Account Costing Code:	Cost Centre			Account Code				Job/Project Code			
				2	9	0	0				

Budget Holder (or other authorised signatory)

I authorise the engagement of an off-payroll worker(s) as detailed above

Signature:	Print Name:	Date:
------------	-------------	-------

Management Accountant

I confirm that the funds are available for payment of the Personal Services Company work as detailed above, from the finance code given.

Signature:	Print Name:	Date:
------------	-------------	-------

SECTION 2: Details of the Off-Payroll Worker

PERSONAL DETAILS

Title:	Choose an item.	First Name(s)	Click here to enter text.	Last Name:	Click here to enter text.
--------	-----------------	---------------	---------------------------	------------	---------------------------

I have attached the HMRC 'Employee Service Statement' tool demonstrating my classification as an 'employee'	<input type="checkbox"/>	I have attached a copy of my business bank statement showing my account details	<input type="checkbox"/>
---	--------------------------	---	--------------------------

I am currently working at Aston University and have a valid right to work	<input type="checkbox"/>	I require a right to work check and have attached the necessary documents to this form	<input type="checkbox"/>
---	--------------------------	--	--------------------------

Current Postal Address (this must not be a University department)	Click here to enter text.
--	---------------------------

Date Of Birth:	Click here to enter text.	Gender:	Choose an item.	National Insurance Number:	Click here to enter text.
----------------	---------------------------	---------	-----------------	----------------------------	---------------------------

Email Address:	Click here to enter text.	Contact Telephone Number:	Click here to enter text.
----------------	---------------------------	---------------------------	---------------------------

BUSINESS BANK DETAILS

Name of Bank/Building Society:	Click here to enter text.							
Branch Location:	Click here to enter text.							
Sort Code:			-			-		
Account No:								
Roll No. (if required)*								
* Roll Number may be required if allowance is to be paid into a Building Society. Please check with your Building Society.								

Off-Payroll Worker declaration:

I confirm that:

- The details provided on this form are correct and that any payments for this, or subsequent, work will be directed to the account given.
- I agree to submit all invoices to the Payroll department for processing on a monthly payroll.
- I understand that I should not commence work until a Right to Work check has been completed.
- I understand that if I complete any work and then it is subsequently found that I do not have a Right to Work, then no payment will be made.
- I understand that under HMRC off-payroll worker regulations (IR35) I do not have any employment rights under this agreement with Aston University

Off-Payroll Worker

Signature:	Print Name:	Date:
------------	-------------	-------

Line Manager

Signature:	Print Name:	Date:
------------	-------------	-------