

## Suppliers Off-Payroll Workforce Form

We have assessed your completed New Supplier Questionnaire 1 form via the HMRC employment status tool and this has deemed that the intermediaries' legislation applies to this engagement.

As the fee payer we are therefore required, under HMRC rules, to deduct Tax and National Insurance from the payments made to you for this engagement.

In order to make payment to you and to meet HMRC obligations, please complete Section 1 & 2 below and return the completed form to: [h.young5@herts.ac.uk](mailto:h.young5@herts.ac.uk)

### Section 1 – Personal & Income Details (HMRC requirements)

Last Name			
Please do not enter initials or shortened names such as Jim for James or Liz for Elizabeth			
First Name(s)			
Title		Date of Birth	/ /
National Insurance Number	/	/	/
Are you male or female?      Male <input type="checkbox"/> Female <input type="checkbox"/>			
Home address line 1			
Home address line 2			
Home address line 3			
Home address line 4			
Post Code			

**The income from this engagement is not my sole income  
I also receive income from elsewhere.**

(tick box if applicable)

☐

### Section 2 - Payment Details

Sort Code	/ /	Bank Account No	
(6 digits required)		(8 digits required)	
Building Society Roll No			
(only required for some Building Society accounts)			
Bank Name			
Bank Branch			

Suppliers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Further information

- Payments will be made on the last working day of the month.
- A payslip will be sent to the address you have provided above when payment is made.
- Once this engagement has ended, a P45 will be issued.
- We will only issue a Form P60 to you if you are active on our Off-Payroll Workforce on 5<sup>th</sup> April at the end of each tax year.

#### University of Hertfordshire use only

Off-Payroll ID No.:	AP Account No.:
Supplier Name:	
Company Registration Number:	
Data input by:	Data checked by: Month: