

Direct Payments

Personal Assistant - Self-Employed Status Declaration Form.

I hereby DECLARE I am self-employed and I am responsible for:

- A service agreement between myself and my customers and comply with all legislation relating to running my own business.
- My own taxes and NI contributions and will complete my tax returns as per HMRC guidelines for declaring my income and expenses.
- Completing invoices to my customers with my contact details, UTR number, service provided, rates/fee and bank details as per my service agreement and in line with HMRCs expectations.
- Having my own Liability Insurance in place should there be a claim against me.
- The relevant training, expertise and tools to complete my role.
- Valid enhanced DBS certificate for Adults (And children where required).

Personal Assistant Signature:

Date:

Please tick boxes below to indicate agreement

- ☐ I consent to this information being shared with KCIL and the London Borough of Croydon, for the purpose of monitoring and safeguarding people known to them.
- ☐ I have attached a copy of a letter from HMRC confirming self-employed status and shared all the requested documents as proof of valid certificates and training.

Please complete BLOCK CAPITALS.

Personal Assistant DETAILS:	NAME: Address: Telephone: E-mail:
DBS CERTIFICATE NUMBER:	
UNIQUE TAX REFERENCE (UTR) NUMBER:	
PUBLIC LIABILITY INSURANCE POLICY NUMBER:	
SERVICE USER DETAILS: NAME	
SERVICE USER: ADDRESS	
Croydon LAS no. if known	

For Office Use: Copy to be shared with users for their reference and copy kept on KCILs file.