

**PERTH & KINROSS COUNCIL**

**Contractor declaration**

This notice declares the agreed outcome of the Council’s assessment of the employment status of.....(name of Contractor)  
trading as.....(name of business)

1. I confirm that the responses to the questions referred to in the HM Revenue and Customs online Employment Status Service indicator as set out in the attached Appendix 1, accurately reflect the terms and conditions under which I have been engaged by Perth and Kinross Council (“the Council”) to provide my services.
2. I accept that I **am/ am not\*** an employee for the purposes of tax based on the outcome of the HM Revenue and Customs online Employment Status Service indicator.
3. I undertake to notify the Council immediately of any subsequent change to my terms and conditions of engagement that is likely to alter any of the responses provided by me to the HM Revenue and Customs online Employment Status Service indicator.
4. **Delete as appropriate, either\*:**

**This Council has determined that you are self employed or the intermediaries legislation does not apply for the purposes of tax\***

I agree to indemnify the Council against any subsequent payment required to be made by the Council to HM Revenues and Customs as a consequence of my engagement, in respect of national insurance contributions, income or other taxes or charges.

**OR This Council has determined that the intermediaries legislation applies to the engagement or that the you are an employed or for tax purposes\***

I accept that the PAYE and National Insurance Contributions will be deducted from any payment received by me for the services I provide to the Council in accordance with Chapter 10 Part 2 of the Income Taxes (Earnings and pensions) Act 2003, as updated.

..... Contractors Signature ..... Date

Please provide the following additional information to enable payments to be made:

National Insurance Number – <b>Only Required if payrolled</b>	
Date of Birth – <b>Only Required if payrolled</b>	
Bank Sort Code (6 digits)	
Account Number (8 digits)	
Account Name	

**HOW WE USE YOUR PERSONAL INFORMATION**

The information provided by you will be used by Perth & Kinross Council to pay you. The information will not be disclosed to third parties.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection);  
email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.