**NEW SUPPLIER - Form B**

**For completion where a supplier works as an individual**

# Once completed, please send form to the Financial Accountant

This form is used for individual consultants, freelancers or temps working as sole traders or in partnership to declare their employment and PAYE status.

|  |  |
| --- | --- |
| Name (BLOCK capitals) |  |
| National Insurance No. |  |
| Tax District/ Ref Number |  |
| Name & address of Accountant |  |

**Declaration:**

I confirm for PAYE purposes, I am a self-employed person in business in my own right and not liable to have PAYE income tax and NIC deducted from fees received from you.

I confirm I accept full liability for any PAYE or any other taxes that might arise from receipt of the gross fees paid by the IET or subsidiaries.

I hereby declare that the above information is correct and complete and I will notify the IET should my status change while I am providing services to the IET.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | **Date** |  |

**OR:**

I am not self-employed and request IET deduct employment taxes from my payments and pay these deductions across to HMRC.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | **Date** |  |