

Check List

- Send us the following documents **NOW** in order get your contract raised and payments made to you:
 - Your completed opt out notice
 - A copy of your Certificate of Incorporation
 - A copy of your VAT Certificate (if registered – see below if not)
 - A copy of passport or driving licence as proof of ID
 - A completed Starter Form and Bank Details

 - Payroll contacts: Tel 0207 025 0137 Email payroll@intellectplc.com Fax 0871 208 3745 for timesheet submission and payroll enquiries.

 - The Payment schedule for dates and cut off times are available on the website under the 'useful information' tab.

 - A timesheet is available on the web page to download.

 - If you are working at a client that insists you use their online timesheet system please follow this and then send screen shots of the timesheets to payroll@intellectplc.com or fax to 0871 208 3745. These will then be used to process payment for you.

 - Save the trees! Timesheets should **only** be sent to the payroll email/fax number quoted on payroll contacts – please do **not** send hard copy in the post unless otherwise specified.

 - Please give your consultant an email address for us to send your remittances to, if you are not running your own ltd company you should give the email address of the company handling your accounts.

 - If you have incurred expenses that have been agreed to be reimbursed by the client then you must attach copies of the expenses to a client approved expense claim form (to be obtained from the client). This will also need to be signed by the client and attach copies of receipts in order to be reimbursed by us.

 - Once you have your VAT certificate you can claim Backdated VAT, simply send us a copy of your certificate with your backdated Vat claim form and we will reimburse you. This claim form is also available on our website.
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