

Contractor Compliance Questionnaire

The introduction of MSC legislation in The March 2007 budget, in particular the debt transfer sections, means that it is prudent for the InterQuest Group to check that suppliers and contractors commercial arrangements do not present any commercial risks. Please complete and return this document as a matter of priority.

- Please complete section A in all cases
- Please complete section B if you are a Personal Service Company (Own Ltd Company)
- Please complete section C if you are providing services through an Umbrella Company
- Please complete section D if you are an organisation who are acting as a service provider to a PSC under the provision of “advice in a professional capacity”

Please respond as quickly as possible, if we do not receive your response we will be unable to raise contracts.

Section A – General Information

Contractor Name	
Company Name	
Registered Address	
Company No	
VAT registration No.	
Company's Bank name & address	
Sort Code	
Account number	
Web Site (if applicable)	
Contact Name	
Job Title	
Telephone Number	

Section B – Personal Service Company (Own Ltd Company)

For the purpose of this questionnaire the contractor/PSC owner will be referred to as ‘The Director’. Please expand any negative responses at the end of this document under ‘other information’.

1. Are you the sole company director?	Yes / No
2. Do you sign the agency contract?	Yes / No
3. Do you create & send the invoices?	Yes / No
4. Do you decide your remuneration? (Salary, dividends, etc)	Yes / No
5. Does the director decide what to pay & when?	Yes / No
6. Does the director solely instruct the bank to make payment?	Yes / No
7. Is the director the sole bank account signatory?	Yes / No
8. Do you hold professional insurances?	Yes / No
If yes, what is the value of the professional indemnity element?	£
9. Is the nominated bank account used for this company alone?	Yes / No
10. Do payments go directly to this account?	Yes / No

11. Is there any onward movement of funds to another entity? If Yes please give details.	Yes / No
12. Who allocates/collects the PSC taxes, NIC's and VAT amounts due for payment to the relevant authorities?	
13. Please provide details of the accountants that provide you with professional services including advice, preparation of end of year accounts, statutory returns etc? Name of Business Address Post code Telephone Contact Name	

Section C – Umbrella Company

1. Do you employ the contractors directly?	Yes / No
2. Do you operate PAYE deductions of tax and national insurance on every made payment to the worker?	Yes / No
3. Is there any onward movement of funds to another entity before the contractor is paid?	Yes / No
4. Does the worker receive any non PAYE payments i.e. share/dividend or loan payments? If yes, please outline in full what form of payment and how this is decided	Yes / No
5. Do you permit the worker to claim expenses? If Yes is this via a HMRC dispensation? Are they receipted? If not how are these audited?	Yes / No

Umbrella Company Cont - General Compliance

1. Are you regulated by any professional or government regulatory body? If yes, who?	Yes / No
2. Did your organisation run an MSC/Composite structure in the past? If yes, please provide details.	Yes / No
3. Please confirm that you will not offer or provide financial incentives to employees of InterQuest or trading divisions.	Confirmed Yes / No

Section D – To be completed by organisations who are acting as service providers to a PSC - The provision of “advice in a professional capacity”

1. Do you offer or provide IR35 Insurances?	Yes / No
2. Is there any onward movement of funds to another entity before monies are paid to the contractor? If yes please provide details.	Yes / No
3. Is the contractor paid anything other than salary and expenses? If yes, what?	Yes / No
4. Please list your company accreditations and memberships	
5. Do you provide tax advice to workers? If yes, what qualifications enable you to do so?	Yes / No
6. Do you employ any qualified accountants?	Yes / No

Section D Cont - General Compliance

1. Are you regulated by any professional or government regulatory body? If yes, who?	Yes / No
2. Did your organisation run an MSC/Composite structure in the past?	Yes / No
3. Please confirm that you will not offer or provide financial incentives to employees of InterQuest or trading divisions	Confirmed Yes / No

Signed on behalf of Ltd (enter Company name)

Signed Date: __/__/____

Print Name:.....

Position..... (must be a director)

Other Information

Please expand on any answers you gave above that were in the negative.

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Please return to:

InterQuest Group
16-18 Kirby Street
EC1N 8TS

Email: payroll@intellectplc.com

Fax No: 0871 208 3745