



Employment Status Questionnaire

This questionnaire will assist Simplify Business Ltd to determine your employment status. Please answer each question accurately, and if your circumstance change after you have completed this questionnaire, please request a new form.

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | Whilst undertaking this contract, are you | Yes | No |
| | A) Able to supply a substitute, or engage additional help at your cost? | <input type="checkbox"/> | <input type="checkbox"/> |
| | B) Able to choose the hours that you work (with the exception of site opening times and deadlines)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | C) Expected to supply your own tools/equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| | D) At any financial risk eg. Buying materials, covering overheads or running costs? | <input type="checkbox"/> | <input type="checkbox"/> |
| | E) Able to profit by reducing your overheads? | <input type="checkbox"/> | <input type="checkbox"/> |
| | F) Expected to provide your own insurances? | <input type="checkbox"/> | <input type="checkbox"/> |
| | G) Entitled to holiday pay? | <input type="checkbox"/> | <input type="checkbox"/> |
| | H) Entitled to sick pay? | <input type="checkbox"/> | <input type="checkbox"/> |
| | I) Entitled to a company pension or other benefits? | <input type="checkbox"/> | <input type="checkbox"/> |
| | J) Paid if unable to work due to bad weather, lack of materials etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| | K) Under any obligation to except future assignments? | <input type="checkbox"/> | <input type="checkbox"/> |
| | L) Guaranteed to receive further assignments? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Are you required to complete an annual self assessment tax return? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | What is your CIS Payment Status? | Gross | Net |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Describe the typical kind of work your contracts involve _____

_____ | | |
| 5 | Describe the typical kind of site or structure this work is carried out on _____
_____ | | |
| 6 | What is the typical length of contract? _____
_____ | | |
| 7 | How many contracts have you completed before using Simplify CIS? _____ | | |

I declare that the details provided above provide a true and accurate reflection of the contracts I undertake, and that I will inform Simplify Business Ltd immediately should there be any change in the nature of the contracts I undertake which render the above information to be no longer accurate. I understand that Simplify Business will require me to undertake this Employment Status Questionnaire periodically, and that failure to complete it will result in delays to my payments whilst by Employment Status is verified.

Signed: _____ Date: _____

Print Name: _____ Contact No: _____

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OFFICE USE ONLY	Date Rec'd	Checked by	Queries	Add Info Req?	Self Employed
					Yes / NO