

# **Self-Employed Contractor Registration Pack**

**Paytech Ltd  
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## INTRODUCTION

*Paytech Ltd is a leading provider of payroll services for Contractors.*

*Once registered with Paytech we process Contractors' pay by liaising with the relevant Agency and then making payment direct to the Contractors based on the Contractors' hours and rates.*

*Payments made by Paytech Ltd are submitted on the Lloyds Link system. This is a secure payment method that enables us to make both UK and International transactions. The option of sending and receiving funds in Euros is also available.*

*Everything you require to register with Paytech Ltd is included in this registration pack. Registration is completely free.*

### **What this pack contains:**

- *Weekly Procedures*
- *Details of Charges/Fees*
- *Form 1 - Status Agreement*
- *Form 2 - Contractor File*
- *Contract For Services*

### **How to process your "Free" registration:**

*Step 1 - Complete and sign Form 1 – Status Agreement*

*Step 2 - Complete and sign Form 2 – Contractor File*

*Step 3 - Complete and sign the 'Contract for Services'*

*Step 4 - Put completed Forms 1, 2 & the 'Contract for Services' together in an envelope & post to:*

**Paytech Ltd  
Unit 2, 446 Commercial Road  
Aviation Business Park, Christchurch  
Dorset BH23 6NW**

*or*

*scan and email to*

***info@paytechpayroll.co.uk***

## Weekly Procedures For Paytech Ltd

1. The Contractor to provide the Agency or Third Party with relevant documentation required each week or month.
2. The contractor to notify Paytech at the end of each working week details of the hours worked, the hourly rates and for which Agency to be charged. This can be done either by phone, fax or e-mail (*There is an answer machine for out of office hours*). This must be completed by 11.59am Monday morning of the following week at the very latest, this is to ensure payment can be made on the Friday.
3. Paytech then generate 'Payment Requests' to your Agency/Third Party based on the information provided to us at '2.' above.

### PLEASE NOTE:

If your Agency/Third Party require a time sheet and a Payment Request, you will be required to fax/post the timesheet to the Agency/Third Party and Paytech Ltd will submit the Payment Request. Please ensure at all times that the information given to Paytech Ltd is accurate and corresponds with the hours submitted to the agency. Any discrepancies will delay payment and possibly incur charges.

4. Once the Agency/Third Party has received all the correct and accurate information, the Agency/Third Party will then make the appropriate payment to Paytech Ltd on your behalf.
5. Paytech Ltd will deduct the appropriate charge/fee and credit the balance of the remaining funds received on your behalf to your given bank account. A payment advice can be provided on request.
6. Any discrepancies can only be resolved on the Monday of the following week, this is due to the banking regulations Paytech Ltd adhere to.

Please note that funds can only be credited into your given account if the funds paid to Paytech Ltd from the Agency/Third Party have cleared to Paytech Ltd's account or the Agency/Third Party has confirmed your hours and rates to us. Uncleared funds or lack of confirmation from the Agency/Third Party will delay payments.

Provided all the guidelines at 1 & 2 above are met, together with any other relevant information required by the Agency/Third Party i.e.: timesheets, expenses, etc. by Monday morning, Paytech Ltd will administer due diligence checks with the Agency/Third Party to ensure the clearance of funds.

Upon receipt of cleared funds Paytech Ltd will authorise the online transfer of monies to the Contractor which will reach their account as cleared funds by the Friday of the same week. Different banks have different clearing times, but all payments are guaranteed to clear by end of banking on the Friday. Please note with some banks this means that the payment will only show in the account after midnight on the Friday.

To avoid added delays in receiving your funds, you must ensure that all information given to Paytech Ltd is accurate and correct; any changes in banking details must be reported to Paytech Ltd immediately. Paytech Ltd are not responsible for failure to notify Paytech Ltd of correct bank details, hours or rates, changes in contracts, etc. Any charges to the company incurred due to this situation will be retrieved by deduction from funds at the next payment date.

## Charges/Fees Deducted From Wages

Wage Amount	Charge/Fee	VAT	Total Charge
£0 - £99	£0.00	£0.00	£0.00
£100 - £199	£5.00	£1.00	£6.00
£200 - £299	£10.00	£2.00	£12.00
£300 - £399	£15.00	£3.00	£18.00
£400 - £499	£20.00	£4.00	£24.00
£500 - £599	£25.00	£5.00	£30.00
£600 - £699	£30.00	£6.00	£36.00
£700 - £799	£35.00	£7.00	£42.00
£800 and over	£40.00	£8.00	£48.00

## Form1 Status Agreement for Self-Employed Contractor

*Please note that you are registering with Paytech Ltd as a Self-Employed Contractor. Therefore you are responsible for any Tax Liability and National Insurance Contributions which are/may be payable to HM Revenue & Customs.*

*As a Self-Employed Contractor, Paytech Ltd do not deduct Tax or National Insurance Contributions from any payments made to you. However, we are more than happy to provide a Statement of Earnings for accountancy purposes.*

*To ensure your wages are processed immediately, please sign below to register with Paytech Ltd and accept these conditions and return back to us as soon as possible.*

Signature: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed on behalf of Paytech Ltd

A handwritten signature in black ink, appearing to read 'Becky Pelling', is written over a faint circular stamp.

Full Name:

**Becky Pelling**

Position:

**Office Manager**

## Form 2 Paytech Ltd Contractor Registration Details **CONFIDENTIAL**

Forename (s)		Surname					
Title (Mr, Mrs, Miss, Other)		Date of Birth					
Email Address		Agency					
Contract Start Date		D	D	M	M	YYYY	
Address							
		Postcode					
Telephone Number *	STD Code		Number				
Mobile Number *							
Emergency Contact Details	Name of Contact		Telephone Number				
Were you introduced to Paytech by a fellow Contractor?		Yes		No			
If 'YES', please state their name							
<b>BANK DETAILS</b>							
Overseas Bank Account Details				IBAN Number			
Name of Bank				SWIFT Code			
Address of Bank							
Name Account Held In							
Account Currency (please tick appropriate box)				Euros		Sterling	
<b>UK BANK DETAILS</b>							
Sort Code				Account No.			
Name of Bank							
Address of Bank							
Name Account Held In							
Bank Account Reference Number if applicable							
*Please note that if we do not have a contact number for you, this could delay any payments should a problem occur regarding your hours/wages.							
I hereby declare all the information stated in this document to be accurate.							
Signed..... Name:..... Date: ...../...../.....							

# Contract for Services

This agreement dated ...../...../..... Sets out the terms of the Contract for Services between PAYTECH LIMITED (Hereinafter referred to as “the Company”) and ..... (Hereinafter referred to as “the Contractor”).

## Services:

The nature of the services (hereinafter referred to as “the Services”) provided under this agreement by the Company for the Contractor is the provision of **Payroll Administration** through an employment agency (hereinafter referred to as “Agency”).

The Contractor appoints the Company to provide the following services:

1. Send payment requests to the Agency for work carried out by the Contractor
2. Administer payroll, when authorised by the Agency, to the Contractor
3. Ensure that the Contractor receives payment on a weekly/monthly basis when authorised by the Agency
4. Where the Agency is Self Billing, administer payroll to the Contractor when authorisation has been received from the Agency, without sending a payment request
5. Send payment advices/payslips to the Contractor when requested
6. Send statement of earnings to the Contractor when requested

The Company will provide the Services on such dates and times mutually agreed between the parties. The Contractor warrants that there is no legal or other impediment preventing the Contractor from performing the assignment given to the Contractor by the Agency.

Under this agreement, the Company is not obliged to provide work to the Contractor through the Agency. The Company is not responsible for checking the Contractor is eligible for work, qualified to work or any other work related obligations.

## Relationship:

The relationship of the Contractor to the Company shall be that of contractors dealing at arms length. It is intended by the parties that nothing in this agreement should be construed as creating a relationship between the parties of employer and employee.

The Contractor shall be wholly responsible for all taxes, national insurance or other contributions which are or may be payable out of, or as a result of the receipt of, any fee or other monies paid or payable in connection with this agreement, including, for the avoidance of any doubt, any remuneration, benefits, expenses, PAYE or national insurance contributions payable in respect of the Contractor. The Contractor shall accordingly indemnify and hold the Company harmless against all taxes (excluding VAT), national insurance or other contributions, costs, claims, penalties, interest, expenses or proceedings arising out of or in connection with such taxes and contributions.

The Contractor shall comply with all the statutory obligations and codes of practice to which the Contractor is subject.

## Fees and Expenses:

The Contractor shall pay the Company the fee specified in the registration documents. This fee will be deducted from any payroll administered by the Company to the Contractor.

The Company shall not be entitled to any other payments.

## Liability

The Contractor shall be liable for any loss, damage or injury to any party as per the contract between the Contractor and the Agency.

The Contractor shall be liable for any incorrect information given to the Company. The Company is not obliged to submit additional payroll where the Contractor has failed to provide correct bank details to the Company. The Company shall not be held liable for any costs incurred for late payment to the Contractor, where the delay has been due the Agency or Contractor or a bank.

# Contract for Services Continued

**Contractor's Obligations:**

The Contractor agrees that:

- The Contractor shall not engage in any conduct detrimental to the interests of the Company, or any conduct tending to bring the Company into disrepute or which may result in the loss of custom or business
- The Contractor shall comply with the duties and terms of the agreement between the Contractor and the Agency
- The Contractor shall supply the correct information, indicated in the Company registration pack, to the Company
- The Contractor shall ensure they have instructed and/or authorised the Agency that the Company will be providing the Services to the Contractor
- The Contractor shall provide the Company with the correct hours and rates and the Company will send a Payment Request on your behalf. Where the Agency is self billing, the Contractor shall still provide the correct hours and rates of work
- The Contractor shall notify the Company if it should no longer require the services of the Company.
- The Contractor provides a service to the Agency.

Where the Contractor fails to sign this Contract of Services, the Contractor accepts and agrees to terms of this contract when the Contractor accepts the first payroll from the Company.

**Termination:**

This agreement may be terminated by either party by giving seven days notice of termination in writing to the other party.

The Contractor shall be entitled to terminate the agreement with immediate effect if the Company commits a serious breach of any of its obligations under this agreement.

The Company shall be entitled to terminate the agreement with immediate effect if the Contractor commits a serious breach of any of its obligations under this agreement.

**Confidentiality:**

During this agreement, you will be privy to information of a private and confidential nature, including but not limited to information relating to the activities, business, Company ideas, processes and strategies of the Company or its clients, suppliers, consultants or sub contractors.

The Company shall store the Contractor's registration documents, bank details and payroll history. The Company shall not pass this information onto any other party without permission from the Contractor.

The obligations in respect of confidentiality will not apply to confidential information which is:

- Lawfully in the possession of the party who receives it prior to receiving from the Contractor or Company
- Lawfully disclosed to the party that received it by a third party without any restriction as to its use and disclosure and without breach of any obligation of confidentiality
- Required by law to be disclosed to such an extent that it is required for judicial, arbitration or determinative procedure, or by order of a court of competent jurisdiction or to any government department

Signed by the Company:



For and on behalf of:

**PAYTECH LIMITED**

Date: .....

Signed by the Contractor:

.....

Date: .....