**APPENDIX A**

**Supplier’s Declaration.**

I confirm that I am an Independent Contractor and as such I am solely responsible for my own National Insurance, Income tax and Value Added Tax

I enclose copy certificates for my Public or Professional Liability Insurance, for the work being undertaken.

I enclose copies of my valid driving licence and insurance and confirm that I am covered to use my vehicle for business use.

I will submit invoice(s), addressed to Liverpool Hope University, to the Finance Department.

**VAT Registration number (if applicable)…………………………………….**

**Signature ..................................................................................**

**Name (Printed) .........................................................................**

**Date.............................................................................................**

Provision of the above information does not guarantee that payments will be made gross; the University reserves the right to determine the employment status of individuals after considering all factors pertaining to the contract.

***(Failure to provide the above information will lead to payments being made under the PAYE system until the information is provided)***