**Appendix A: Self-Employed Declaration Form**

**The University has determined that you are self-employed for tax purposes.**

Please complete all sections below as any missing information may delay your application. The information provided by you will be used by the University to pay you. The information will not be disclosed to third parties except when required to do so by law.

|  |
| --- |
| **Your Details** |
| Your Name: |  |
| Trading as (if different): |  |
| Address: |  |
| Telephone Number: |  |
| Unique Tax Reference (UTR) Number: |  |
| VAT Registration Number:(if applicable): |  |
| Bank Account Name: |  |
| Bank: |  |
| Account Number: |  |
| Sort Code: |  |
| **Declaration*** I confirm that to the best of my knowledge the information provided in this form is true and correct.
* I believe that my engagement with Liverpool Hope University should be regarded for tax and National Insurance purposes as part of my related self-employed business/professional activities.
* I shall declare all gross earnings paid to me to the Inland Revenue in my Self-Assessment return and meet any Tax & National Insurance liabilities to which those earnings may be subject at the time.
* I accept full responsibility for any under payment of tax should any of the above statements prove to be false or inaccurate.
* I confirm that I accept and will adhere to Liverpool Hope University’s Terms and Conditions of Purchase – <https://www.hope.ac.uk/media/aboutus/financedocuments/t4_128671_Media.pdf>
* I confirm that I have Professional Indemnity/Liability Insurance that covers me for the activities I am undertaking and can provide copies on request.
* I acknowledge that it is my responsibility to inform the University in writing if any of the above details change.
 |
| Completed by:  |  |
| Signed: |  |
| Date: |  |