

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)