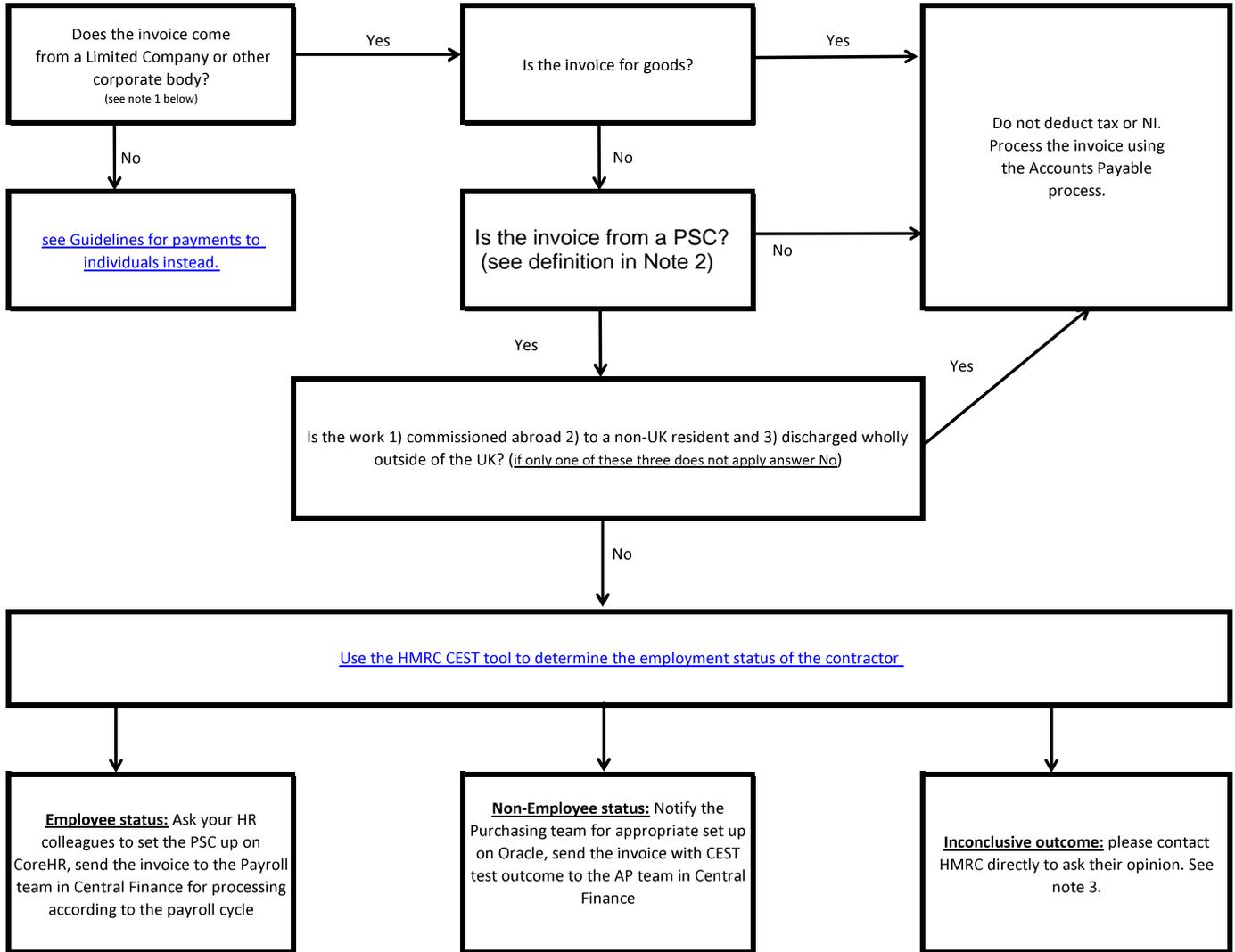


Guidelines for payments being made to a Personal Service Company (PSC)

The University is required to assess all payments for services and all payments in the nature of employment for tax liability.



Note 1: Limited company, or other corporate body, invoices must contain the company name and be for payment to a company bank account. Ideally the invoice will also include a company registration number and/or a VAT registration number. If you are in any doubt process the invoice as if it comes from an individual.

Note 2: The generally accepted definition of a Personal Service Company (PSC) is a limited company that typically has a sole director, the contractor, who owns most or all of the shares. The contractor's PSC generally supplies professional services to end user clients, either directly or via an agency. The professional services are delivered by the contractor who is also the owner and director of the business.

Note 3: if the result relates to a visiting lecturer/trainer please refer to our website for more information.

Note 4: Contractors hired through a foreign PSC may be affected by the intermediaries legislation. There may also be fiscal implications abroad for which we invite administrators to contact the Payroll Manager.

[See HMRC's website for reference](#)

Please sign and date below to certify that you have verified all the answers above.

Signed & Print Name

Date

IF IN DOUBT REFER TO HEAD OF PAYROLL FOR FURTHER ADVICE