

Supplier Details Form-Guide

A New Supplier Form is required for all suppliers of Telford & Wrekin Council for us to comply with HMRC requirements regarding IR35. We are unable to engage in business without completion & return of this document.

Guide to completing -

1. Supplier Information:

Business Name – Your Full Business Name

Registered Address – Your Registered Address

Telephone Number – All Relevant Contact Numbers

Email Address - Your Email Address for Correspondence & Remittances

2. Business Information:

Business Category Classification Guidance Here's some guidance on organisation classification-

| *Term | Description |
|--|--|
| Individual Sole Trader, Partnership or Ltd Co. T/A | A business operating under a name that differs from its legally registered company name. This name is not registered with Companies House, but it's the name the business uses for its day-to-day operations and branding. |
| Agency Worker | An individual employed by an agency, such as a recruitment or temporary work agency, to perform work for another organization or company |
| SME | A business up to 249 employees or turnover below £50 million. |
| *Large Business | A business with 250 or more employees or a turnover above £50 million. |
| Registered Charity | A "registered charity" is an organization officially recognized and regulated by a designated authority, like the Charity Commission in the UK. |
| PLC | Public company that is allowed to offer its shares to the general public and is listed on a stock exchange, like the London Stock Exchange. |

Trading Name – Your legal Business Trading Name

Trading Address – Your Business Premises Trading Address

Co. Registration – Companies House Registration No (If appl.) as per <https://www.gov.uk/government/organisations/companies-house>

VAT Registration – Your HMRC VAT Registration no. (If appl.) as per <https://www.gov.uk/check-uk-vat-number>

What Goods/Services are being Supplied – Describe the nature of the goods/services that you provide

Contact Person – For queries regarding orders, payment, general queries etc.

Position within Co.- The position of the contact person within the company

Contact Telephone No. – Direct Contact No.

Remittances Email Address – Email Address for issuing electronic remittances

Company Website Address - Company website address if applicable

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3. Company Information:

If 'Other' Describe – If the category of your business is not shown as an option, please describe here

No. of Employees - No. of Employees within your business

Approx Annual Turnover - An approx. Annual Turnover Figure

4. IR35 Classification:

Is everyone connected in the supplier's organisation paid through PAYE? - If 'Yes' please proceed to section 5.

If NO, please explain any 'paid' positions outside of PAYE & how they are paid i.e Self Employed Tax Return/Dividends – If No, please describe how employees are paid.

Do you provide Goods, Services or both? Please indicate the nature of your business from the dropdown options provided.

5. Completed By:

Print Name & Date – Please use capitals to print name & date the form.

Wet Signature - A physical signature is required on the document before returning. Electronic signatures are permitted if your organisation is authorised to use them, and you have permission to electronically sign documents.

Guidance: Bank details are collected at the invoice stage so there is no need to add them to this form however please ensure they are visible on your invoice document when submitting for payment.

Once complete please return to your point within Telford & Wrekin who has requested the form be completed.

Thank you