

G2 RECRUITMENT SOLUTIONS LTD.

Intermediaries Legislation

WHY DOES INTERMEDIARIES LEGISLATION AFFECT CONTRACTORS?

With affect from 6th April 2015, all recruitment businesses in the UK are required to report to HMRC on all workers (including payments made to the workers) who are not treated as 'employees' for tax purposes.

G2 RECRUITMENT'S QUICK GUIDE FOR CONTRACTORS

How will this affect you?

g2 Recruitment pays your service company gross for services delivered, in other words we do not deduct tax and NI from payments made in relation to the supply of your services. Therefore, g2 Recruitment are required to report to HMRC on payments made to you.

What information do we need from you?

g2 Recruitment are required to report on certain personal details which we may need to request from you. These include:

- Full name, residential address and postcode
- National Insurance number
- Date of birth and gender

If any of this information is missing from our records, our On-boarding Team will be in touch.

What additional information do you need to provide if you are working through your Limited Company?

If you are working through your own Limited Company, we are required to report on your company's details. This includes its registered name, address and company number. We are also required to check that you are the company's majority shareholder and director in order to be a compliant 'Personal Service Company' under the Legislation. We will endeavour to source this information from public records held at Companies House but we may need to contact you if there are any additional queries.





CONTINUED...

Do you need to provide any additional information if you are employed by an Umbrella Company?

If you are employed by an Umbrella Company, we will contact the Umbrella to source any additional information. We will only contact you if there are any queries on this information.

What if you are self-employed?

If you are being paid as self-employed, you will need to provide g2 Recruitment with documentation from the client to support that you are not under its supervision, direction or control.

Do you still need to provide this information if you are working outside the UK?

g2 Recruitment has to report on all UK tax residents, even if they are working outside the UK. Therefore, if you are working outside the UK but are still a UK tax resident, you will need to provide the information above. If you are not a UK tax resident, we will need your accountant to confirm your tax status to be exempt from reporting.

What will happen to the information you provide?

We will not share the information provided with any unaffiliated third-parties, other than where it is necessary to seek verification. For example, we may need to provide information to your Umbrella to identify you. g2 Recruitment will only keep this information beyond the 3 years required by HMRC if HMRC disputes the information provided.

What may happen if you do not provide the information?

g2 Recruitment has a statutory duty to provide this information to HMRC on a quarterly basis and you are contractually obliged to provide any information required for us to fulfil these statutory obligations. If you refuse to provide the information required, we will have to terminate the assignment as it will put g2 Recruitment in breach of its statutory obligation, which carries penalties for the business.

NEED MORE INFORMATION?

<https://www.gov.uk/government/publications/employment-intermediaries-reporting-requirements/what-this-means-for-a-worker>

G2 RECRUITMENT SOLUTIONS

4th Floor
Broad Quay House
Prince Street
Bristol BS1 4DJ

(t) +44 (0)117 968 9000