

Small Company Exemption Declaration



You must tell us if you are exempt from the requirements set out in Part 2, Chapter 10 Income Tax (Earnings and Pensions) Act 2003 (ITEPA) so that we, and the intermediary, know which tax rules will apply to their engagements with you.

Trading name:

Company registration number:

Address:

Name of person completing this form:

Job Title:

Confirmation Statement

I confirm that (insert trading name and registration number)
is exempt from applying the Off-Payroll Working Rules (as detailed in Part 2 Chapter 10 of the Income Tax (Earnings and Pensions) Act 2003) by virtue of the fact that it is a "small company" (as defined in Sections 60A to 60G of Chapter 8 of the Income Tax (Earnings and Pensions) Act 2003 because:

A)	The company does not have a turnover of more than £15 million.	<input type="checkbox"/>
B)	The company does not have a balance sheet of more than £7.5 million.	<input type="checkbox"/>
C)	The company does not have more than 50 employees.	<input type="checkbox"/>
The company must meet at least two of these conditions and tick them accordingly.		

Please review the links to HM Revenue and Customs to ascertain your company status with respect to the small company exemption criteria- <https://www.gov.uk/hmrc-internal-manuals/employment-status-manual/esm10006> & <https://www.gov.uk/hmrc-internal-manuals/employment-status-manual/esm10006a>

I also confirm that (insert trading name) will inform VHR at least (30) days in advance of ceasing to satisfy the conditions of a "small company" and acknowledge that if it ceases to be exempt then it will be required to give a status determination statement to VHR for every assignment in which VHR supplies an off-payroll worker.

I/we indemnify and hold harmless VHR against any losses, liabilities, damages, costs, expenses, fines and penalties assessments or interest, whether direct or indirect (including special and consequential losses) including, without limitation, any economic loss or other loss of profits, business or goodwill, management time and reasonable legal fees and charges, including such items arising out of or resulting from actions, proceedings, claims and demands in connection therewith or incidental thereto arising out of or caused by, or in any way connected with the Small Company Exemption Declaration. This indemnity is expressly incorporated into the terms and conditions agreed between VHR and the client.

If the company incorrectly declares that it is exempt from Part 2, Chapter 10 ITEPA, it will be liable for all tax and National Insurance deductions where Part 2, Chapter 10 ITEPA requires the deduction of such sums.

Signed on behalf of (insert trading name and registration number)

Name: Signature: Date:

