

**THIS FORM NEEDS TO BE PRINTED, COMPLETED AND SIGNED AND RETURNED IN PDF
FORMAT – NON PDF OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Request for Payment by BACS

To Head of Finance, Calderdale MBC, Westgate House, Halifax, HX1 1PS

Please make payments by BACS transfer to the Bank Account detailed below.

Company/Payee Details

Name.....

Address.....

.....Postcode.....

Fax no..... Email.....

Type of business i.e. Consultancy, Builders, Electricians, Voluntary, Community or
Social Enterprise etc.....

How many employees?.....

(Remittance advice will be sent by email unless otherwise requested)

**ALL INVOICES SUBMITTED FOR PAYMENT WILL REQUIRE A PURCHASE ORDER NUMBER
TO BE QUOTED**

Bank Details

Name of Bank.....Bank Account Name.....

Bank Sort Code..... A/c No (8 digits).....

Building Society Roll No (if applicable)

Are you a registered Sub Contractor with HMRC for the Construction Industry Tax Scheme?

Yes

No

**If you select Yes please supply your UTR number & Company Registration number/National
Insurance number.**

UTR..... Company Reg/NI Number.....

Signature.....(please hand sign)

Print name of signatory and Position in Company (if
applicable).....

Contact number of signatory.....

Please return the signed form to the Payments Section by fax to 01422 393526 or
email to Payments.Section@calderdale.gov.uk If you require any further
information, please contact the Payments Section on 01422 393553.

IR35

Public sector bodies will be responsible for identifying and reviewing the employment status of all workers engaged through personal service intermediaries (referred to hereafter as personal service companies or PSCs) including those provided via an agency.

Where, in the absence of the PSC, the worker would have been regarded as an employee of the public sector authority (under the IR35 rules), the public sector body or the agency will be required to treat payments made to the PSC as if they were earnings paid to the worker from an employment with the public body ('deemed employment payments').

The public sector body or the agency will be required to account for PAYE and National Insurance (both employee and employer) to HMRC on the deemed employment payments made to the PSC.

Providers of such services to Calderdale Council will not be activated until an IR35 toolkit report has been completed and forwarded to the Payments Section by the engaging officer responsible for procuring the service.

Disclaimer

This information is provided in good faith and is based on guidance currently available. The guidance may be subject to change based on HMRC rules. Services, the Council, Schools and any third parties should take appropriate Legal and Financial advice to ensure full compliance with the regulations.

PRIVACY NOTICE

Calderdale Council is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected purely for the administration of invoices received by ourselves in order to enable payments for services received. Processing is necessary for the performance of a contract with the data subject. If this data is not provided to us we may be unable to make payments as required upon delivery of service.

We may share some of the information you have given us with other Council departments and statutory bodies where required to do so by law.

You have the right to see what information is held about you and also for data portability, to have inaccurate information corrected, to restrict processing, and to have information removed from our system unless we are required by law or a statutory purpose to keep it by writing to Paul Greenwood, Finance Manager, Westgate House, Westgate, Halifax, HX1 1SP or by emailing payments.section@calderdale.gov.uk

You also have the right to complain to the Data Protection Officer if you feel your data has not been handled in accordance with the law.

The Council's Data Protection Officer is Tracie Robinson and can be contacted at information_management@calderdale.gov.uk

You also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk

Your name, contact details and banking details are recorded electronically on our system. This information is kept for a maximum of seven years from last payment made or until such time as the data is reviewed by us or removed at your request.