

What will happen to get the PSC up and running?

We will send you an Introduction Pack which will include :

- This summary and a guide to expenses that can be claimed by the PSC
- A New Client Form to be completed by yourself
- Employment status questionnaire to be completed by you
- Directors' Responsibilities Fact sheet
- Income comparisons

Once the New Client Form has been completed we will then send you a Starter Pack which will include :

- The Certificate of Incorporation
- The Memorandum and Articles of Association
- Completed forms to open a bank account in the company's name, to be signed by you
- Form 64-8 to be signed by you to enable us to talk to HMR&C on your behalf
- IR35 compliant contract between the PSC and your customer
- Direct debit form to pay our fees
- Completed CIS application forms for you to sign, if applicable

Once you have signed the New Client Form then you are ready to go and we will inform the agency that all payments are to be made into your personal bank account until the company bank account has been opened. We will raise a sales invoice on behalf of the PSC and send it to the agency who will pay the PSC. You will also let us have details of expenses incurred by the PSC (see guide to allowable expenses). We will then let you know how much you can transfer into your personal bank account as a mixture of salary and dividends and send you a payslip for your records, if needed.

We will deal with all the compliance issues that the PSC needs to comply with so you do not need to worry.

It is imperative that you fully comply with the contract between the PSC and your customer otherwise the IR35 status might be challenged by HMR&C and the PSC will not be covered by the insurance policy.

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We help businesses

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