

## Guide to Completing Locum Staffing Bank Account Detail Form

Please fill in your personal details at the top of the Bank Account Details form.

**Bank Account Details**

This form should be used by candidates to provide their Bank Details to Medical Staffing LTD

Surname	
Forenames	
Date of birth	/ /
Job Title	

Please only complete the Section that is relevant to you.

The Sections that you will need to complete are dependent upon how you are trading, please use the guide below:

### Sections to be completed

<b>Self-Employed</b>	Sections 1 and 4
<b>Limited Company (PSC) / Limited Liability Partnership (LLP)</b>	Sections 2 and 4
<b>Umbrella Company</b>	Sections 3 and 4

Please note that we do not currently operate a PAYE payroll.

Please make sure that the declarations in Sections 2 and 4 are signed and dated by hand, please do not type your name electronically.

**Section 6:** Please complete and sign the below declaration.

I Dr/Mr/Mrs/Miss/Ms \_\_\_\_\_ confirm that the above personal information and Bank Account Details / Umbrella Company details that I have provided are correct and confirm that all payments should be made to the Bank Account Details I have provided / to be provided by my Umbrella Company.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please note: This form must be completed and signed to confirm payments should be made to the above Bank Account Details.

Please then return this form marked for the attention of the Payroll Department via post, email or fax ensuring that all required documentation is also included.

### Documentation Required

<b>Limited Company (PSC) / Limited Liability Partnership (LLP)</b>	Certificate of Incorporation (VAT Registration Certificate if applicable).
<b>Umbrella Company</b>	
<b>Self-Employed</b>	Unique Taxpayer Reference (UTR) Certification proof from HMRC

### Bank Account Details

This form should be used by candidates to provide their Bank Details to Locum and Medical Staffing LTD.

Surname										
Forenames										
Address										
Postcode										
Date of Birth			/			/				
Job Title i.e. GP										
National Insurance Number										

Please only complete the Section that is relevant to you.

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**Section 1: Please complete if you are trading as Self-Employed and then proceed to Section 4.**

Name of Bank										
Name of Branch										
Name of Account Holder										
Sort Code										
Account Number										
Building Society Account Number										

UTR Number.										
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The Unique Taxpayer Reference (UTR) is only issued by HM Revenue & Customs (HMRC) when you registered for Self Assessment. It is made up of 10 numbers, for example 1234567890, and can be found on documentation issued by HMRC such as the Tax Return (SA100), it is sometimes titled 'Tax Reference' or 'Our Ref'.

Please visit the below link for further information:

<https://www.tax.service.gov.uk/information/help?helpcategory=security&helpid=UniqueTaxpayReference>

**Please proceed to Section 4 signing the declarations and then please return to us enclosing a copy your UTR Certification proof from HMRC.**

**Section 2: Please complete if you are trading through a Limited Company (PSC) / Limited Liability Partnership (LLP) and then proceed to Section 4.**

Limited Company (PSC) / Liability Partnership (LLP) Name										
Company Address										
Company Registration Date			/			/				
Company Registration Number										

- Please Tick Box to confirm that you are a shareholder with 5% or more of the share hold in the company you have provided details of above.
- Please Tick Box if you are VAT Registered

VAT number										
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Name of Bank										
Name of Branch										
Name of Company on Account										
Sort Code										
Account Number										
Building Society Account Number										

**Please ensure the below declaration is completed and signed by the companies Director / Partner.\***

I confirm that the income received by the worker in consequence of carrying out the work is employment income other than under chapter 7 of ITEPA.

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Please note that when trading as a Limited Company the above declaration must be signed by the companies Director and if trading as a Limited Liability Partnership then the declaration must be signed by a Partner.

**Please proceed to Section 4 signing the declarations and then return to us enclosing a copy of the company's Certificate of Incorporation and if applicable a VAT Registration Certificate.**

**Section 3: Please complete if you are trading through an Umbrella Company and then proceed to Section 4.**

Umbrella Company Name	
Telephone Number	
Contact Name and Email Address	

**Please proceed to Section 4 signing the declarations to confirm that all payments are to be made to the Bank Details that the above Umbrella Company provides to us.**

**Section 4: Please complete and sign the below declaration.**

*I confirm that I Dr/Mr/Mrs/Miss/Ms \_\_\_\_\_ is responsible for insuring that all payments received for services provided by me to Locum Staffing or Medical Staffing are reported to HMRC UK and that all UK Taxes due on payments received from Locum and Medical Staffing are paid to HMRC UK in accordance with all UK tax legislation as set out by the UK government.*

*I confirm that the above personal information and Bank Account Details / Umbrella Company details that I have provided are correct and confirm that all payments should be made to the Bank Account Details I have provided / to be provided by my Umbrella Company.*

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Please note: This form must be completed and signed to confirm payments should be made to the above Bank Account Details.