

Top Ten Check List

- Send us the following documents **NOW** in order get your contract raised and payments made to you:

- Your completed opt out notice – attached below
- A copy of your Certificate of Incorporation
- A copy of your VAT Certificate (if registered – see below if not!)
- A copy of passport or driving licence as proof of ID
- A completed Starter Form and Bank Details

- Payroll payment dates & processes are clearly documented at the end of this document and in the payroll tab of our website

www.sbsukltd.com (Contractor Services – Payroll Services)

- Payroll contacts numbers Tel 0207 025 0137 Email payroll@sbsukltd.com Fax 0870 889 7047 for timesheet/invoice submission and payroll enquiries.

- Make sure you submit a Ltd invoice with your timesheet in order to get paid.

- A timesheet is available within this document and on the web page to download.

- Save the trees! Timesheets should **only** be sent to the payroll email/fax number quoted on payroll contacts – please do **not** send hard copy in the post unless otherwise specified.

- If your contract is based on a daily rate please invoice us for days worked and visa versa for hourly paid contracts.

- Please give your consultant an email address for us to send your remittances to, if you are not running your own ltd company, then you should give the email address of the company handling your accounts.

- If you have incurred expenses that have been agreed to be reimbursed by the client then you must attach copies of the expenses to a client approved expense claim form (to be obtained from the client). This will also need to be signed by the client in order to be reimbursed by us. You should also add the expenses to your Ltd/umbrella company invoice.

- If you are not yet VAT registered or are waiting for your VAT certificate to come through, you should **not** include VAT on your invoices. Once you have your VAT certificate you can claim backdated VAT, simply send us a copy of your certificate with your backdated Vat claim form & invoice and we will reimburse you. This claim form is also available on our website.
