**WORKING AGREEMENT**

Between a Self-Employed Personal Assistant and the Individual

Description of Service being provided:

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Personal Assistant's Name and Contact Number:

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Personal Assistant's Address:

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Individual's Name and Contact Number:

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Individual's Address:

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| --- |
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Date when services start:

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| --- |
|  |

Rate of pay agreed:

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| --- |
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Personal Assistant's HMRC Unique Tax Reference Number:

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Personal Assistant's Public Liability Insurance Provider Name:

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Personal Assistants Public Liability Insurance Reference Number:

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Responsibilities of the Personal Assistant

The Personal Assistant will:

* Register with HMRC and provide a copy of the letter

evidencing their self-employed status and unique tax reference

number.

* Provide a copy of identification/entitlement to work in the UK.
* Be responsible for making tax and national insurance payments to
* HMRC.
* Provide a copy of their Public Liability Insurance.
* Give one week’s notice to cancel service.
* Provide regular invoices of services provided (Please do not

invoice in advance)

* Put a Contingency plan in place to cover sickness.

\*It is important that clients and potential PAs understand this is a risk and that any contract for services of a self-employed PA includes an indemnity from the PA that they will accept responsibility for costs of any demand for tax & NICs from HMRC.

Responsibilities of the Individual

The Individual will:

* Have the right to amend the agreement.
* Give one weeks’ notice to cancel the service.

Signature of Personal Assistant:

Date:

Signature of Individual:

Date:

Witness Signature:

Witness Name: