**WORKING AGREEMENT**

**Between a Self Employed Personal Assistant and the Individual**

Description of Service being provided:

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Personal Assistant Name And Contact Number:

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Personal Assistant Address:

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Individuals Name:

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Individuals Address:

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Date when services start:

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| --- |
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Rate of pay agreed:

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| --- |
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Personal Assistants HMRC Unique Tax Reference Number:

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Personal Assistants 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 will 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.
* 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 Personal Assistant:

Date:

Signature of the Customer:

Date:

Witness Signature:

Witness Name: