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|  | | | | | | | SUPPLIER/PERSONAL DETAILS | | | | | | | | | | |
| **Please complete the form in BLOCK LETTERS** | | | | | | | | | | | | | | **Supplier Account No:** | | **C** | |
| West Yorkshire Police contact: | | | | |  | | | | | | | | |
| Tel. No: |  | | | | |  | |  | | Email: | |  | | | | | |
| Business  (please complete  both pages)  Or  Sole Trader | | Public Body  CPID No: | | Medical  GMC No: | | | | | Interpreter  NRPSI No: | | Special PC  Collar No: | | Individual | | One-off | | Legal  Pay Terms        days |

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| Supplier name: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Supplier address: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Email  address for: | Orders: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Remittances: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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###### Bank details

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| Account name/payee: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Bank Sort Code: |  |  | - |  |  | - |  |  | Bank Account Number: |  |  |  |  |  |  |  |  |  |  |  |

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| **Payment terms**: | 7 days |  | 14 days |  | 21 days |  | Other (please specify): |  |  |  |  |  |

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| **Please sign to avoid unnecessary delay in payment** |

Supplier signature ………………………………………………

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| Position held in company: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Please return this form to:** | **Business and Sole Traders** | **All others** |
| Email: | **Please return to the**  **above contact details** | finance.systems@westyorkshire.pnn.police.uk |
| Fax: | 01924 292559 |
| Postal address: | Finance Department  PO Box 9, Laburnum Road  Wakefield WF1 3QP |
| **All internal WYP employers should submit the completed form to Finance Systems via TOBi** | | |

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| Business name: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Construction industry info (if applicable): | Sub-contractor’s UTR: |  |  |  |  |  |  |  |  |  |  |  |

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| Sub-contractor’s National Insurance No. or Company Reg. No: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| West Yorkshire Police actively encourages supplier diversity and has a duty to eliminate discrimination and promote equality of opportunity in a competitive supply market.  To help us assess the diversity of our existing suppliers, we would be grateful if you could answer the following questions: | | |
| .  **Business category** | Tick **all** boxes that apply |  |
| Black or Minority Ethnic owned or managed |  |  |
| Female owned or managed |  |  |
| Voluntary Sector Organisation |  |  |
| Social Enterprise |  |  |
| Community supplier (based within WY Police) |  |  |
| Reserved or Sheltered Workshop (more than 50% of employees are disabled) |  |  |

From 6 April 2017, HMRC have placed much more tax responsibility for off payroll labour on the public sector which includes Police Forces. For each contract, the Force has to make an assessment to determine the employment status of a worker to determine if the new rules apply, and for ensuring that any people working in the Force as an intermediary pay tax and National Insurance in the same way employees. To assist this process suppliers are asked to initially provide the following information:-

**Please note**, an assessment will be carried out in all cases. For information, the HMRC status tool can be accessed on the following link:-

[www.tax.service.gov.uk/check-employment-status-for-tax/setup](http://www.tax.service.gov.uk/check-employment-status-for-tax/setup)

1. Please state the nature of your Business. Is it for:-
   1. The provision of Goods?

* 1. The provision of a Service?
  2. The provision of Goods and Services?

1. Please provide the number of employees available to provide this service (not the number of employees on your payroll).
2. In providing your services, are you able to provide a substitute worker to cover this contract should circumstances require?

1. Do you have indemnity insurance to cover the service you are providing?