



CONTRACTOR NAME: _____

IR35 QUESTIONNAIRE – MDS

The questions set out below are a guide to the information required to help us form an opinion as to whether or not the work performed under your contract is “caught” by IR35. They are not comprehensive. The more information you supply, the more accurate the opinion will be. **Please provide fully detailed answers to all questions; while a “do not know” answer is understood, a simple “yes” or “no” answer may not enable us to obtain a true appreciation of your working practices.**

In this questionnaire the term “Client” refers to the end user to whom the Services are supplied.

Date questionnaire completed: _____

This questionnaire relates to the Contract with: _____
(copy attached)

1. Have you worked for the same Client previously as an employee under PAYE? If yes, please provide details.

2. Do you have or have you in the past 2 years had more than one contract running at the same time? If yes, please provide details.

3. Do you have to comply with any Client regulations or code of practice? e.g. dress code?

4. Please explain how you interface with your Client - e.g. are you supervised on a day to day basis or do you simply give periodic updates to senior management.

5. Are you part of a team? If so is the team made up of your Client's employees, and or other contractors?



6. ABOUT WHAT YOU DO

Explanatory Note

Perhaps the most important aspect in any discussion on the effects of the IR35 regulations is the consideration of the control being exercised. For example if your client assigns and directs you to carry out certain tasks as and when the client requires then this is very much more in line with someone who is employed. If on the other hand you are advising your client and in a very real sense helping your client to change things about their business this is very much more in line with someone providing services and being in business on their own account. The vast majority of people fall somewhere between these two extremes, In order therefore to assess as accurately as possible where along the spectrum between these two examples your working practices are please give us as much information as possible and consider the following:-

- Do you deliver specific products?
- Are you instructed what to do?
- Is the work allocated by systems e.g. troubleshooting, fault finding/solving?
- Are your hours specific and set or do you work such hours as the job requires?

PLEASE NOW DESCRIBE WHAT YOU DO AND HOW YOU DO IT AND HOW THIS INTERACTS WITH YOUR CLIENT.