

Employed for tax purposes for this work

If the outcome of the HMRC assessment is stated as above, this would indicate the counterparty is a PSC, you will now need to:

- Save the result as a PDF file.
- Send to your People Partner for them to approve and sign.
- Forward the signed assessment to: suppliersetup@manchester.ac.uk along with supplier form and bank details on letter headed paper.

All PSC's are activated for 1 year and will require reactivation process again in 12 months time.

Please Note – Payments for PSC's are processed through People and OD and will incur Tax/Ni deductions. We would also need the following additional information so payment can be made via the payroll system:

- National Insurance number
- Date of Birth