**HMRC SELF-ASSESSMENT DECLARATION**

It is Warwick Students’ Union’s policy that any person or partnership engaged to provide services to the Union, its subsidiaries and its associated Sports Clubs & Societies must provide an HMRC Self-Assessment Declaration, even if they are paid directly by a Sports Club or Society member who then seeks to reclaim the funds from the Union.

This is because we need to be able to demonstrate to HMRC that we have applied the right rules in respect of PAYE compliance and that, as a self-employed person or partnership, you have arrangements in place to declare earnings for the tax year.

Additionally, we are required to have procedures in place that prevents the facilitation of tax evasion by individuals associated with the Union, which if not in place, could lead to criminal charges being brought against the Union.

**Individuals & partnerships must provide an HMRC Self-Assessment Declaration before payment can be processed.**

All details will be treated as confidential and access will be restricted to specified members of Warwick Students’ Union and HM Revenue & Customs.

Warwick Students’ Union will retain the declaration for a period of 6 years from submission. After this period the declaration will be destroyed and you will be required to submit a new HMRC Self-Assessment Declaration.

Please complete the ‘HMRC Self-Assessment Declaration’ overleaf, and return to the Finance Office at Warwick Students’ Union.

Email [finance@warwicksu.com](mailto:finance@warwicksu.com)

Address SUHQ, University of Warwick, Gibbet Hill Road, Coventry, CV4 7AL

A copy of our privacy notice is displayed in the Finance Office at Warwick Students’ Union.

**HMRC SELF-ASSESSMENT DECLARATION**

|  |  |
| --- | --- |
| Name |  |
| Trading Name (if applicable) |  |
| Address |  |
|  |  |
|  |  |
| Email Address |  |
|  |  |
| Date of Birth |  |
| ***I confirm that I am able to submit a Self-Assessment return to HMRC for any income received from Warwick Students’ Union, its subsidiaries, and its associated Sports Clubs & Societies.***  ***I approve the retention of my personal data by Warwick Students’ Union for the purpose of processing claims for payment submitted in respect of work undertaken on behalf of Warwick Students’ Union, its subsidiaries, and its associated Sports Clubs & Societies.*** | |  |
|  | |
| Signed |  |
| Name |  |
| Date |  |