

## Limited Company Contractors – FAQ

### On-boarding

I am setting myself up as a limited company. Can Simpson Booth help with this?

Whilst Simpson Booth Ltd cannot directly assist with this, we can provide you with details of other organisations who can assist you. Please email [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com) for further information.

What information do I need to provide you with before my contract commences?

Please provide copies of the following documents:

- Incorporation Document
- VAT Registration Certificate
- Insurance Certificates and documents
- If working offshore, copies of all offshore permits and certificates
- A completed Contractor Details Form
- A completed Contractor Identification Form - this can be completed on the first day of your assignment
- A signed and initialled contract, which will be issued to you separately
- Your Company's full bank details

These can be emailed to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com)

### Invoicing

When can I invoice for my services?

This depends on your contract details, but for most cases is on a monthly basis. You are able to issue an invoice to us as soon as each calendar month (or time period defined in your contract) has completed and you have all the necessary supporting documentation.

Our payments terms with you are detailed in your contract with your Limited Company. We will only process an invoice if we find no errors in it and we have received all supporting documentation, for example Verification of Execution of Consultancy Services and Expense forms with supporting receipts.

In order to ensure there is no delay to your payment, please make sure that your invoice includes;

- The correct supporting documentation
- The right dates for the days worked/expenses incurred

- The correct VAT treatment on services and expenses
- The right daily rate and number of days worked

### What do I need to put on my VAT invoices?

The HMRC states online that the following elements are mandatory on a VAT invoice:

- A unique reference number
- Your selling or trading name and address
- Your VAT registration number
- The invoice date
- The time of supply (also known as tax point) if this is different to the invoice date
- The correct customer name and address – in this case Simpson Booth Ltd, see details below
- The rate of any cash discount
- The total amount of VAT charged and at what rate

For each line item you must supply:

- A description of each item – please clearly state the working periods from and to
- The unit price or rate for the item
- The quantity
- The rate of VAT that applies to the line item
- The total amount payable, excluding VAT

Further details can be found on the HMRC website: <https://www.gov.uk/vat-record-keeping/vat-invoices#2>

We would also recommend that your company bank details (sort code, account number, account name, bank details) are noted if you wish to have electronic payment.

### What is the Simpson Booth postal address to include on the invoice?

Simpson Booth Ltd, 2<sup>nd</sup> Floor Berkeley Square House, Berkeley Square, London, W1J 6BD. There is no need to physically post your invoice – it can be emailed to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com)

### Are there any time limits on issuing a VAT invoice?

Yes, HMRC states that there is a strict limit “...You must normally issue a VAT invoice (to a VAT- registered customer) within 30 days of the date you supply the goods or services.... This is so your customer can claim back the VAT on the supply, if they’re entitled to. You can’t issue invoices any later without permission from HMRC except in a few limited circumstances.”

For further details please see the HMRC website here:

<https://www.gov.uk/guidance/vat-costs-or-disbursements-passed-to-customers>

I am not registered for VAT, what do I need to put in my invoice?

If you are not registered for VAT the same contents apply for your invoice, but without the VAT line item element or VAT total calculations added.

If I am waiting for my VAT registration to come through for my limited company, can I claim the VAT for invoices at a later stage?

Yes, this is possible. Please clearly state on your invoice that your VAT registration is pending. You can then submit another invoice referencing the original and detail the VAT element to be paid. Your new VAT registration number must be clearly shown on the new invoice. It is not possible to claim for the VAT until your VAT registration number is through so any invoices requesting payment of VAT without a valid VAT number will be rejected.

Do you provide remittance for invoices submitted?

If you use our online system for submission of days worked and expenses with a client we are able to send you an electronic remittance for your invoice.

## Verification of Execution of Consultancy Services

Is there a template I should use for my timesheets?

Yes, Simpson Booth will provide either a "Verification of Execution of Consultancy Services" template for you to print out and sign. If your client wishes to use our online system, we will provide you with login details to our online timesheet system for you to fill out timesheets to verify the days that you have provided services and submit them for approval via a web browser.

How often do I have to fill out a Verification of Execution of Consultancy Services?

These forms need to be filled out weekly, or monthly depending on the arrangement in place with your client. This will be advised to you at the start of your assignment.

If you are using the online system, submit your forms for approval by Monday at 10am. If you are using the paper version, the same deadline applies but you must scan in the signed copy and email it to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com)

If you know you are going to be away for more than 7 days, please let our Contractor team know so we don't chase you for a verification services form.

Who can sign my verification forms?

Your forms must be signed and dated by your contact at the client site as long as they are authorised to sign this on behalf of the company. If you use our online timesheet system,

approvals will already be set up with you're a named representative for them to sign your forms electronically.

### Where do I send my verification forms once they are signed?

Please scan any paper forms and send them electronically by the end of the week/Monday at 10am to [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com)

For the online system, we will receive these automatically once they are approved so you have nothing to do.

## Expenses

### How can I claim back expenses?

Any claimable expenses should be agreed and described in your contract. If you are not using the online system, please fill in a Simpson Booth expense form from the website. These must be signed by a client representative before we can process them and must include all supporting documentation, i.e. receipts, etc. Each receipt must be numbered, and these numbers should correspond on the expense claim form.

If you are using the online system, enter in your expense information and upload all supporting documentation, one document at a time. You can then submit this expense form for approval with the client-side manager.

In both cases, you will need to submit an invoice (with the correct VAT treatment) for expenses to be paid.

### Can I claim per diems?

If this is part of your contract, yes. Each per diem must be signed for by a client representative so we recommend you do this using an expense form or the online expense form and select Per Diems.

### Can I claim mileage? What is the accepted mileage rate that will be paid?

The current standard accepted rate is normally 45p per mile for the first 10,000 miles but please confirm this with the Contractor team before you do your first expense claim to avoid it being rejected.

### When can I invoice for expenses incurred?

Expenses invoices can be sent in with your monthly consultancy services. If you need expenses paid more frequently please contact us to discuss this.

### When should I charge VAT on my expenses?

As your agency, we are not in a position to advise you on how you should be processing your invoices, and this should be something you discuss with your accountant. There is further information on HMRC regarding disbursements and recharges: <https://www.gov.uk/guidance/vat-costs-or-disbursements-passed-to-customers>

### I have incurred expenses which have VAT on them, what should I charge?

If you have suffered VAT on an expense and you are not VAT registered, you are entitled to charge us the gross amount, i.e. the total including VAT. If you are VAT registered, you should only invoice us for the net amount, then adding your own VAT onto this. This is because you should be able to claim back the VAT incurred. If you are unsure how to manage your VAT, please contact your accountant in the first instance.

If you have applied the incorrect VAT treatment on your online expenses, this could be rejected by your client representative.

## Payment

### When will I get paid?

This is outlined in your contract or agreement for the assignment, so please check this for details. Our normal monthly pay runs are on or before 30<sup>th</sup> of each month. We can only pay you if we receive your signed timesheets before the payroll is run, so please make sure you send these in promptly each Monday.

### If you pay at the end of the month, when will I get paid for the weeks which I haven't completed yet?

Any outstanding timesheets will be added to the next payroll month on a rolling basis. It is not always possible to add in all the weeks worked within a calendar month, so your payslip will include a breakdown of the weeks paid.

### Will I receive monthly payslips?

Yes, these will be emailed to you from our Finance Team.

## Annual Leave

### I want to take paid leave, what is the process and how much leave have I accrued?

Please see your contract details for how many days holiday and bank holiday are available to you.

You will accrue leave as you work, based on the number of hours that you have worked. Accrued leave must be taken within the leave year (January to December).

To take your leave you must follow this process:

- Request the leave you wish to take from your client line manager
- Email [contractors@simpson-booth.com](mailto:contractors@simpson-booth.com) letting us know that you will be taking leave prior to going away, confirming that you have approval from your line manager
- Complete your timesheet for your holiday indicating the hours you wish to take. If you wish to take additional hours as unpaid leave, please let the Contractors team know.

Please feel free to contact us at any point when you wish to know how much leave you have accrued, as we keep a record of this.