

**Self-Employed Personal Assistant**

**What does it mean if my PA is self-employed?**

A self-employed person works for themselves and often provides support for more than one client. You will be hiring them to deliver a service, rather than acting as their employer.

**What’s the difference between a self-employed PA and a PA employed by me?**

HMRC state that for someone to be self-employed *they* should be able to determine *their own* hours and have control over when they work. If a PA is employed by you, *you* will be able to determine their hours and have control over when they work. See below for more information…

**What does it mean to be a self-employed PA?**

* They will run a business as a self-employed person
* They must send an invoice for the service and support they provide
* They will do their own tax and national insurance (NI) deductions
* They will have their own liability insurance
* It’s their responsibility to provide any major pieces of equipment they need to do their job
* They should show you their terms and conditions of services and give you a service contract to sign. We can also provide you with a self-employed agreement for your self-employed PA.
* They will have to arrange someone to cover for them if they are away
* You will not be expected to contribute to sick pay or holiday pay
* In addition, the personal assistant should provide references from people they’ve worked for before and they should have a recent DBS check.

**My personal assistant already has self-employed status. Does this mean that they are self-employed when working for me?**

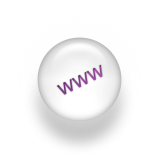
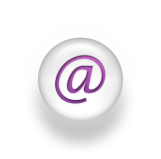
No. Being self-employed in one job does not mean that a personal assistant is necessarily self-employed in another. For example, your personal assistant may be self-employed as a child minder but not in for the work she does for you. You can check your personal assistant’s self-employed status with HMRC by calling **0845 915 4515.** The HMRC Employment Status Indicator Tool is a useful way of working out whether your personal assistant should be employed or self-employed; this can be viewed at[**www.hmrc.gov.uk/calcs/esi.htm**](http://www.hmrc.gov.uk/calcs/esi.htm)

**Your responsibilities**

We will provide you with a self-employed agreement and a self-employed information sheet. We will ask the PA to complete the self-employed information sheet, which includes details such as their HMRC status indicator and VAT Registered Number. You should keep this in a safe place.

You will need to keep copies of the invoices that your personal assistant sends you. If you’re paying for a self-employed personal assistant with your prepaid card, this is part of your Direct Payment monitoring requirements. If you have a managed account we will keep these invoices for you.

Don’t worry, we can help! For more information contact:



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