Adding a supplier that is providing services

From the 6 April 2017 the rules surrounding suppliers providing services has changed. Please see the finance division web page (http://www.finance.admin.cam.ac.uk/staff-and-departmental-services/tax-team/off-payroll-workers) for further details.

When setting the supplier up follow the instructions as before until you reach the field ‘Is the supplier providing a service to the university?’ When you select ‘Yes’ a new field will appear for you to enter the Tax Section Clearance Number. In order to obtain a Tax Section Clearance Number you must submit an FD3 form to the Tax Team.

The rest of the fields will be filled in as usual.