

## Welcome to Churchill Knight CIS.

Please provide us with the information below in **BLOCK CAPITALS**. Once you have completed the form, please return it to your recruitment agency or email it directly to [cis@churchill-knight.co.uk](mailto:cis@churchill-knight.co.uk).

If you have any questions, please give Churchill Knight CIS a call on **01707 871622**.

### About you

**Title:** \_\_\_\_\_ **Date of Birth (DD/MM/YYYY):** \_\_\_\_\_

**Forenames:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Passport/ID Number:** \_\_\_\_\_

**Passport/ID Country of Issue:** \_\_\_\_\_

**Unique Tax Reference (UTR):** \_\_\_\_\_

### Your bank details

**Bank/Building Society Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Building Society Reference (if applicable):** \_\_\_\_\_

**Sort Code:**        -        -

### Your assignment

**Name of your Recruitment Agency:** \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_

**Agent Email Address:** \_\_\_\_\_

**Agent Phone Number:** \_\_\_\_\_

**Assignment starts (DD/MM/YYYY):** \_\_\_\_\_ **Assignment ends (DD/MM/YYYY):** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Your hourly rate of pay on this assignment: £** \_\_\_\_\_

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### Your assignment (continued)

<b>Will you be working with full time employees as part of a team?</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
<b>Is your role the same as any full time employees working for your client?</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
<b>Is your role an ongoing requirement for your client?</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>

### Terms and Conditions of Service

You understand that Churchill Knight CIS is the name of the Construction Industry Scheme (CIS) service provided by Churchill Knight Umbrella Limited. You acknowledge and understand that when you register with Churchill Knight CIS, Churchill Knight Umbrella Limited is not your employer and you are self-employed. When you register with Churchill Knight CIS, Churchill Knight Umbrella Limited will deduct our margin from your gross amount earned for the work you have undertaken as agreed and you are confirming you are happy for us to do this.

When you register with Churchill Knight CIS, Churchill Knight Umbrella Limited must have confirmation of your working hours and rates before you receive your payments. We will not send you any funds until we have received your funds from your recruitment agency/end client. Bank Holidays and Public Holidays may affect you receiving your payments on schedule.

When you register with Churchill Knight CIS, Churchill Knight Umbrella Limited will send your payments in accordance to your agreed schedule with your recruitment agency/end client, but only when all the necessary processes from yourself have been completed and we have received your funds into our account from your recruitment agency/end client (Monday to Friday). Churchill Knight Umbrella Limited will not negotiate changing your payment frequency and we do not hold onto your funds once we have received them. You must contact your recruitment agency/end client should you have any issues with your payment schedule.

### Your Declaration

I understand how Churchill Knight CIS (a service provided by Churchill Knight Umbrella Limited) works and have a full understanding of the processes involved. I understand that I am self-employed and it is my responsibility to be registered as such with HMRC. I understand that when I register with Churchill Knight CIS, my payments will be sent to my bank account from Churchill Knight Umbrella Limited under the Construction Industry Scheme.

When I send this completed Churchill Knight CIS Registration Form to my recruitment agency/end client, or directly to Churchill Knight Umbrella Limited, I consent to Churchill Knight Umbrella Limited storing and using my personal and sensitive data. I also accept that my information may be passed on to third parties such as Trade Unions and providers of contractor insurance, if required.

I confirm that I have completed this form accurately and have provided the correct information.

When I register with Churchill Knight CIS, I have/will provide Churchill Knight Umbrella Limited with a photocopy of my passport and a CIS Agreement that I have read, understood and signed.

I confirm that Churchill Knight Umbrella Limited can contact my recruitment agency and/or end client and share information directly related to my assignment.

I understand that by signing and submitting this Churchill Knight CIS Registration Form to my recruitment agency/end client, or directly to Churchill Knight Umbrella Limited, that I accept the Terms and Conditions of Service and the Declaration (Your Declaration).

I confirm that I understand the information provided and that I have completed this form accurately.

I confirm that I would like to receive important information, news and updates from Churchill Knight Umbrella Limited.

**Date (DD/MM/YYYY):**

**Your Signature:**

### Internal Use Only

**Temp Offno:**

**Payno:**

**Tax Base:** 20%, 30%

**Payment Frequency:** W = Weekly, M = Monthly

**Salary: £**

**Salary Unit:**