

FINANCE INFORMATION

These are the details I have been able to obtain regarding Finances.

- 1) £250 per day regardless of how long that day.
- 2) Finance do not pay travelling time
- 3) **Monthly timesheets** need to be submitted at the end of each month. This will enable the Investigation manager to advise HR of the number of days worked by each individual on the Investigation.
- 4) **Invoices**-The Self-employed need to invoice CHI monthly. Please send the invoice to Kellie. Those that have been Seconded should send CHI the name address of a contact from their finance Department for CHI to contact.
- 5) **Expenses**- can be submitted immediately they are incurred and they will be paid by cheque.

Taxes

Everyone who is an independent reviewer has to be paid through the payroll unless and until we receive a notice of coding from our Inspector of Taxes on their behalf advising us that they are recognised as self-employed and therefore we do not have to deduct tax. If they are self-employed and can speak to their own income tax office and get them to write to our tax office (address below) recommending that they should be issued with a tax code NT.

National Insurance

For those retired a certificate evidencing that they are exempt from national Insurance Contributions is necessary which will prevent NI from being deducted from fees.

We will have to pay the fees through the payroll and deduct income tax and national insurance and if they have overpaid national insurance they will have to reclaim the excess at the end of each year. I have asked for a form to be sent to me so that I can circulate it to those concerned.