



## Self-employed Personal Assistants



A self-employed Personal Assistant works for themselves and runs their own business



You might be able to use a self-employed Personal Assistant with your Direct Payment



An Independent Lives Adviser can help you work out if you can use a self-employed Personal Assistant

A self-employed Personal Assistant will:



Pay their own **tax and National Insurance**



Arrange their own holidays and cover



Give you a **bill (invoice)**



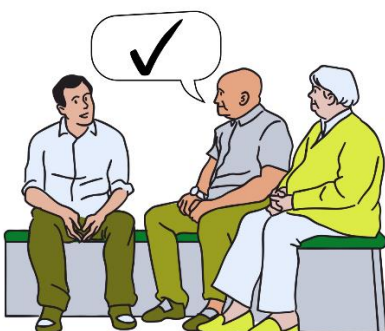
Give you a **contract** to sign with the price (fees) and how the job will work

Training room

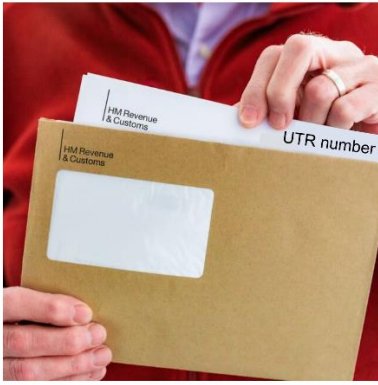


Arrange their own training

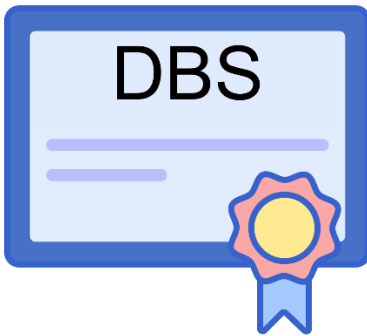
You need to ask the Personal Assistant:



Are you self-employed?



What is your **UTR (Unique Taxpayer Reference)**?



Can I see your **insurance certificate** and **DBS check**?



If your Personal Assistant says they are self-employed you should check the **employment status** on the Government's website:

<https://www.gov.uk/guidance/check-employment-status-for-tax>



Or phone HMRC on 0300 123 2326



If you get their **employment status** wrong, there could be fines to pay to the Government



Please ask for help and advice if you are unsure



If you need any help or advice, please contact Independent Lives:



Website:

[www.pa-pages.org](http://www.pa-pages.org)



Email:

[advice@independentlives.org](mailto:advice@independentlives.org)



Phone: 01903 219482 (option 3)