

Dover Green is an employment agency specialising in the supply of self-employed contractors globally. Contractors can enjoy the benefits and flexibility of being self-employed while Dover Green assists with reliable, accurate and timely invoicing, administration and tax services.

Located in the Channel Islands and operating globally, we use our bespoke web based systems to drive our business. We provide the highest level of service and security making us a leading, credible and compliant organisation.

As a group we have over 13 years' experience in providing contractor services throughout a wide range of industries. Dover Green prides itself on offering tax efficient administration services backed up by an excellent support team that ensures your candidate's needs are catered for.

## ADVANTAGES OF DOVER GREEN:

**Removes Risk** – Simply put, contracting with Dover Green removes the risk of potential tax or other liabilities falling on you as an Agency when making gross payments to Dover Green. Dover Green has been established to facilitate the use and payment of Self-Employed individuals such that these individuals can be paid gross and will be required to manage their own tax affairs, removing the onus and risk of any tax responsibilities off the Agency.

**Saves Time and Administration** – Being able to make gross payments removes the need for you to administer a PAYE scheme for the self-employed contractors working through Dover Green.

**Lowers Costs** – If based in the United Kingdom, you need not pay Employer's National Insurance as you are no longer the employer.

**Improves Cash Flow** – There is no VAT on invoices as Dover Green is based in the Channel Islands which are outside the scope of UK VAT No

**Agency Worker Regulation (AWR) Requirements** – As contractors are self-employed, this legislation does not apply.

## HOW DOES DOVER GREEN REMOVE RISK?

- Despite the self-employed nature of a particular contractor, many agencies prefer not to pay their contractors gross as there are risks of being found liable for not deducting tax at source as well as possible penalties regarding Managed Service Provider legislation.
- The relevant legislation is at Section 688A(1) ITEPA 2003, which states that: PAYE regulations may make provision authorising the recovery from a person within subsection (2) of any amount that an officer of Revenue and Customs considers should have been deducted by a managed service company ("the MSC") from a payment of, or on account of, PAYE income of an individual.
- Accordingly, our tax advisors have stated that since Dover Green is not deemed to be an MSC then Section 688A(1) ITEPA 2003 cannot apply. This means that UK Agencies will not be exposed to potential tax/NI liabilities if they contract with Dover Green.

Complete your registration with Dover Green at [dovergreen.com](http://dovergreen.com) or call or email us for further information.

### WHAT CONTRACTUAL RELATIONSHIPS ARE INVOLVED?

1. The relationship you have with the end-client remains as is
2. Dover Green enters into a contract with you, the Agency
3. Dover Green enters into a contract with the contractor
4. The individual then becomes a self-employed worker being sub-contracted through Dover Green to you, the Agency, for work done at an end-client

### WHAT IS THE PAYMENT PROCESS AND COSTS INVOLVED?

1. You invoice the end-client at the rate you agreed with them
2. Dover Green invoices you at the rate agreed with the contractor
3. Dover Green allocates 5% of each invoice value towards the cost of administration and makes a gross payment of the remainder to the contractor
4. The contractor is then required to submit their tax return and pay over any tax or other liabilities as Dover Green ensures that all UK based contractors register as self-employed

### WHAT ARE THE BENEFITS TO YOUR CANDIDATES?

**Simple Process** – Registration with Dover Green is easy, straight-forward and can be done online

**Bespoke Web Based Systems** – Contractors can liaise and manage everything online/electronically

**Transparent Cost Structure** – Dover Green allocates 5% of each invoice value towards the cost of administration so there are no on-going costs during periods that the contractor is not working, ill, on holiday or between contracts

**No Extra Costs** – No start-up, winding-down, fixed or hidden costs

**Gross Payments** – Income is paid to contractors gross, however they must register as self-employed and manage their own tax affairs

**No Tax on Business Expenses** – The ability to offset business related expenses against gross earnings resulting in a higher take home pay

**Lower National Insurance Contributions** – Being employed directly by an Agency or End-Client in the United Kingdom results in higher National Insurance contributions

**No Real Time Information (RTI) Requirements** – United Kingdom only

**No Pension Requirements**

### WHAT SERVICES DOES DOVER GREEN OFFER?

**Online Personal Dover Green Account** – Each candidate is provided with their own online personal Dover Green account where all their personal and financial information and records can be managed and accessed 24/7.

**Payment Notification** – Once a payment is made, contractors are emailed a payment breakdown with a remittance advice attached.

**Online Storage of Receipts** – Although self-employed individuals off-setting expenses against their income are required to retain all receipts for up to 6 years, Dover Green provides an upload facility where a photo or scan of any document or receipt can be stored and accessed on their personal account.

**Financial Record Keeping Platform** – Contractors' invoices are raised, paid and managed through their online account. They have the facility to record all relevant financial information relating to their work as a self-employed contractor (including income not paid through Dover Green).

**Self-Assessment Assistance** – While Dover Green is not a tax agent and cannot complete or submit a contractor's tax return on their behalf, the Financial Record Keeping Platform outputs the recorded information in a format that makes completing their Self-Assessment as simple as possible.

**Important Reminders** – Contractors are provided with live estimates of how much should be set aside for tax and other liabilities. They are also reminded and notified of any important deadlines regarding payments and returns.

**Foreign Currency Payments** – Dover Green is able to supply contractors globally and make payments in GBP, EUR or USD.

### WHAT COMPLIANCE REQUIREMENTS MUST ALL DOVER GREEN SELF-EMPLOYED CONTRACTORS MEET?

- Ensure all personal, contact and bank details are correct
- Provide us with proof of identity (photo passport) AND proof of ability to work in the UK (if non-EU)
- Provide us with proof of address (dated within the last 3 months)
- Declare that they are Self-Employed (electronically via their online personal account)
- Read and Agree to the Dover Green contract (electronically via their online personal account)
- Provide us with confirmation that they have registered as self-employed. All documents to be provided to Dover Green can be scanned or photographed and then either emailed or uploaded via their online personal account.

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