**Form – Service Provider Task Brief**

This form should be completed and sent to the People & OD Shared Services Team, along with the output from the [Check Employment Status for Tax](https://www.gov.uk/guidance/check-employment-status-for-tax) (CEST) Tool as part of the process for determining the employment status of a service provider. The form aids People & OD colleagues in understanding the nature of any potential engagement and provides important context to be considered alongside the CEST tool outcome.

A service provider in this context refers to individuals who provide their services personally via an intermediary such as their own limited company (known as a “personal service company” (PSC)), through another intermediary such as a partnership or on a “freelance” basis. These individuals may identify as self-employed.

Further information on the process can be found on the ‘[Determining the Employment Status of Service Providers](https://www.gla.ac.uk/myglasgow/humanresources/a-z/self-employedstatus/)’ guidance page.

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| **Question** | **Response** |
| **What role will the Service Provider be carrying out?** |  |
| **What will they be expected to produce or deliver?** |  |
| **How many days per week/month will the Service Provider be working?** |  |
| **How long will the engagement last?** |  |
| **Why is the identified Service Provider required/Could the role be carried out by an existing employee (or by recruiting a new employee)?** |  |
| **Where will the service provider carry out their work?** |  |
| **Has the Service Provider received payment from UofG before?** |  |
| **How many payments are intended to be made to the Service Provider?** |  |

Once complete, please send to the People & OD Shared Services Team via the Helpdesk along with a copy of the CEST tool outcome.