

# IR35

## CHECKLIST FOR

### RECRUITMENT

### AGENCIES

- Set up* a steering committee
- Prepare* and train your teams
- Identify* your off-payroll workforce that is in scope of the reforms
- Break* this down by client – start speaking to those clients
- Profile* your contractors to identify who is likely to be inside or outside IR35
- Develop* a communications plan – educate your contractors and end hirers
- Identify* your agencies position in each current contractual supply chain

- Discuss** with your clients how they plan to assess the IR35 status of current and future assignments
- Work** with your clients to identify how they will handle inside IR35 determinations
- Work** with your clients to calculate the financial impact of the reforms using our IR35 Business Impact Tool
- Implement** processes for how to communicate and apply the Status Determination Statement (SDS)
- Review** and update all technology and payroll systems to ensure they are capable of making fee payer deductions
- Review** and mandate your PSL to minimise risk of tax avoidance schemes.