

Self-Billing Q&A for Ltd Contractors

What is self-billing?

Self-billing is an arrangement whereby Pure Staff prepares a contractor's (Your) invoice and sends it to the contractor (You) with payment. It means your Limited Company will no longer need to send an invoice to Pure Staff's Accounts Department. Basically, it's a more efficient payment process for contractors and Pure Staff.

What's the benefit to me?

Self-billing is more efficient:

You don't have to produce an invoice

It speeds up payment process and you get your money more quickly

It reduces your administration

Who designed the invoice format and layout?

The invoice format is a standard format that conforms to HMRC regulations and this cannot be changed.

My self-bill invoice is incorrect. Who do I contact?

It is unlikely that your self-bill invoice is incorrect as it is taken from the timesheet that you submitted and the client has authorised. However, if you have a query, please contact your local branch and speak with the payroll team within that branch to resolve the issue.

Is the agreement with me or the Limited Company?

The agreement is between the Limited Company and Pure Staff Ltd.

I am VAT Registered and you're not including VAT on the self-bill invoice?

If you are VAT registered you must produce your VAT certificate to your local branch, once they have received / processed and updated your records your self-bill invoices will automatically add VAT

The company has changed its VAT registration number and or LTD Company name. What do I need to do?

You need to send us a copy of the new Certificate of incorporation and or your new Vat certificate and to contact your Pure Staff consultant to sign a new Ltd agreement. Pure Staff will supply your Limited Company with a new self-billing agreement with the new VAT registration number, which needs to be signed and returned to Pure Staff.

My company has now deregistered from VAT. What do I need to do?

Please email accounts@purestaff.co.uk advising the effective date of the change. You will also need to contact your Pure Staff Consultant to sign a new agreement

I don't want to agree to the self-bill agreement. Can I continue to provide my own invoices on a weekly basis?

Self-bill is our standard method. Self-bill is more efficient, saves time and reduces the possibility of late payment. You are not permitted to provide your own invoices.