



# Added Value Services

Online Sign-Up Application Process

Online Best Advice Matrix and Illustrations

SMS Texting Service

RACS Group is proud to announce their **NEW** online application form – become live and register instantly!  
(subject to verification of ID). To find out more go to [www.racsgroup.com](http://www.racsgroup.com)

Home | Print Page | Bookmark Page | Links

**racs**<sup>o</sup>  
Group

Call today on **0845 604 0571** or [Live Chat](#)

Welcome Contractors Agencies

**BEST ADVICE NOW!**  
Not sure which option is **BEST** for you?  
Click here and get specific tailored advice

Group Websites  
Click on the links below to go directly to the Group Service that is most relevant to your needs or circumstances, if you are unsure ask one of our advisers for help...

**Collective**  
Our PAYE Umbrella payroll solution.  
Audited to exceptionally high standards.  
[Go www.racscollective.com](http://www.racscollective.com)

**PSC**  
Our Own Limited model for those who are genuinely in business for themselves.  
[Go www.racspsc.com](http://www.racspsc.com)

Welcome to RACS  
Contractors who use our services will be spoken to by one of our professional advisers to ascertain which product is best for them and why! We specialise in individual tailored advice for everyone who joins us!

**Log in**  
Existing contractors can log in to their own secure facility where they can view their profile and manage their information.  
[CLICK HERE TO LOG IN >>](#)

**Instant Sign Up**  
New contractors can sign up INSTANTLY with our online application process and be live on our systems almost immediately.  
[CLICK HERE TO REGISTER >>](#)

**Register**  
New contractors can sign up INSTANTLY with our online application process and be live on our systems almost immediately.  
[CLICK HERE TO REGISTER >>](#)

**INDUSTRY NEWS AND EVENTS**

Simply 'click here to register'

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Group

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### Application Form

**START** PERSONAL DETAILS BANKING DETAILS AGENCY DETAILS PAYROLL OPTIONS CONFIRMATION

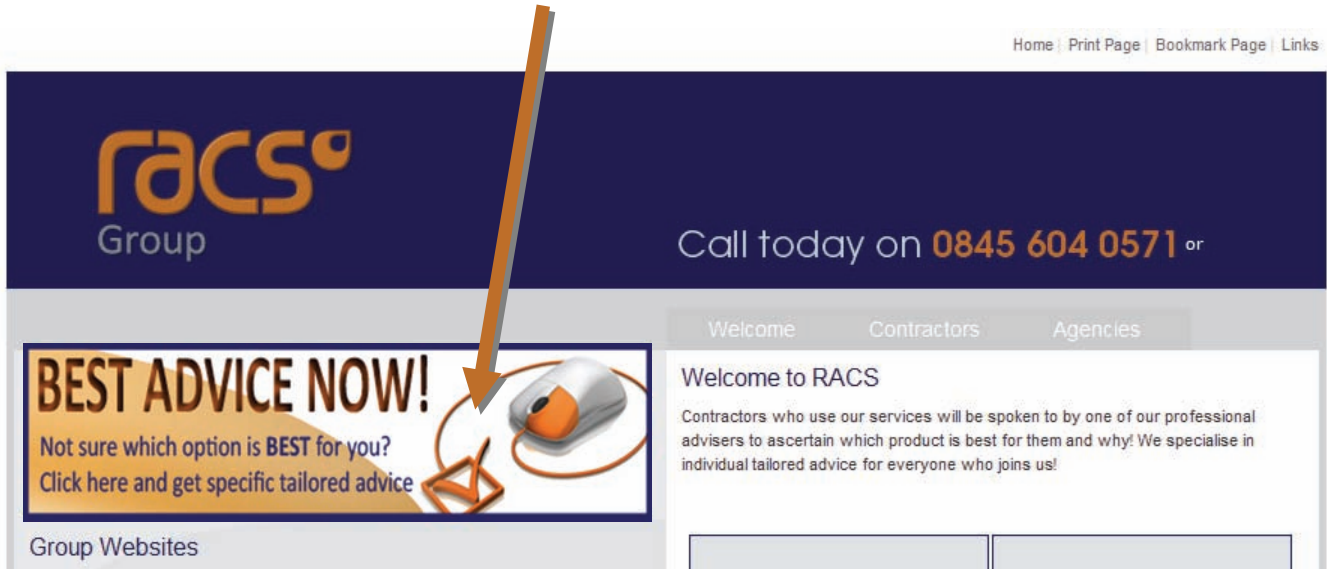
Are, or do you need to be, CIS registered?  Yes  No

Do you intend to use:  Own Limited Company (RACS PSC)  Umbrella Company (Collective)

[Start](#)

**Complete the form, follow the on-screen instructions  
Upload your ID – (or Post or Fax it)  
Validate your email address and you are live!**

Access the **Best Advice Matrix** from [www.racsgroup.com](http://www.racsgroup.com)  
Typically this example BAM will produce the following output of paperwork



Split Questions – about working sector & assignment financials

## RACS Best Advice Matrix

Please complete the form below to calculate which products is best suited to your needs. HMRC legislation requires that all individuals seek individual tailored advice before engaging into a financial contract (which includes different payroll options).

### Work Sector

What is your employment sector?

Are, or do you need to be, CIS registered?  Yes  No \*CIS Registration is only required within the construction industry

### Financial Information

Limited Company Rate  ?

PAYE Company Rate  ?

Are the above rates daily or hourly?  Daily  Hourly

Days per week

Weekly Expenses  ?

Lower part of the questions – the contract and personal views

### About Your Contract and You

Assignment length (months)

How are you affected by IR35? IR35 compliant

How many clients do you have in 2 years? Various clients in a 2 year period

Is this your first contract?  Yes  No

Do you intend to contract after this assignment?  Yes  No

What is your attitude to risk? Some calculated risk

How good are you at completing paperwork? Good at completing paperwork

**Assignment Length**  
This can determine how HMRC view you – ‘as a contractor’ or ‘as an employee’. Less than 300 hours and more than 24 months can have huge implications on any one particular contract.

### Other Information

Do you know which product you want? No - I will see what is recommended

Agency Promotion Percentage

[Get Recommendation & Illustration Now!](#)

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**Product Result – what is recommended**

## RACS Best Advice Matrix

**Sign-Up Instantly**

### Result Summary

Based on the information you provided, our recommendation is as follows:

Your answers have indicated you are a likely to become a director of your **own limited company**. Running your own business involves set procedures and more paperwork, RACS can assist both beginners or experts.

[CLICK HERE FOR INSTANT SIGN UP >>](#)

[Amend Your Details](#)

**Advice Breakdown, Illustrations, Assistance and IR35 help**

[Advice & Recommendations](#)

[Illustrations](#)

[Further Assistance](#)

[IR35 Information](#)

## Recommendation Letter – with full Advice (we recommend you print-off a copy for your file)

**Advice & Recommendations**

RACS Group likes to assess all types of individuals, irrespective of contracting experience and knowledge levels. Based on the information you have provided us with, we have made the following recommendations. Each item has been assessed in relation to the overall recommendation given at the end of the letter.

**Areas covered - Reasons & Recommendations**

- Construction Industry** - you were asked whether or not your profession required formal registration. Your response confirmed that CIS registration is not required in order to work in the UK.  
**Recommendation**  
 As you do not require CIS registration you are entitled to apply for all standard products available to you. These can include Own Limited, Umbrella or PAYE.
- Payment Rate** - You have indicated that your daily rate is £100.00. Lower daily rates can almost certainly influence individual's payroll decisions. Likewise, higher rates can produce certain other options. Your earnings band suggests a rate more than £100.00, but less than £200.00 per day.  
**Recommendation**  
 Earnings over £100.00 per day could lead to a recommendation for both Umbrella and own Limited Company, because they are less than £200.00 per day. Umbrella may be the immediate suggestion.
- RISZ** - Legislation is extremely important for all UK contractors. Your working practices should be considered carefully before engagement of any assignment. If you are in any doubt, please contact an independent specialist. Otherwise you have confirmed that the terms of your assignment is RISZ compliant.  
**Recommendation**  
 Being RISZ compliant will allow you to claim a salary and dividend through your own limited company. It does not preclude other products, but it is likely an own limited company product is more appropriate.
- Expenses** - determine the overall practicality of certain products. E.g. Standard PAYE payroll does not allow individuals to claim expenses. Other products only work because of the ability to offset expenses. You have indicated that you are likely to incur weekly expenses of around £200.00. Your business expenses are generally incurred and can specifically amount to more than £100 per week.  
**Recommendation**  
 Being able to maximize tax efficiency on incurred business expenses would point to an own limited company. An alternative would be an Umbrella, made although not all expenses are as easily acceptable.
- Contract Length** - This is a potentially an indicator of contracting status and should be considered at outset of any assignment. The terms and conditions of any assignment are paramount and contracts should be reviewed carefully. Whilst contracts are always useful, as before to the all contracts professionally reviewed before commencement? You have told us that your contract is 3 months long. This would fall into the RACS defined category of a contract length longer than 2 months but less than 24 months.  
**Recommendation**  
 This would constitute an ideal contracting period and all payroll options are available to you. Please ensure that assignment extensions are reviewed carefully. It remains a suitable employment and could incur penalties.
- Client numbers (2 years)** - RACS gauge a contractor's status on many factors including the number of and user clients engaged during a specific period (usually around 24 months). Typically if you can demonstrate a varying number of clients during the period the more likely you are to be classed as a true contractor in the eyes of HMRC. You have mentioned that you are likely to engage various different clients in a 24 month period.  
**Recommendation**  
 Many short term contracts tend to force a contractor into legal status. RISZ has to be considered as well, however most payroll options are available here. Own Limited or Umbrella are more appropriate in these circumstances.
- Attitude to Risk** - As with most things in life recommendations and individual are focused depending on an individual's attitude to risk. Those wanting guaranteed returns are less likely to make or take as much as one who is prepared to take a risk. Payroll options are very similar, certain products offer greater returns with added responsibility and effort. You are prepared to accept some calculated risk.  
**Recommendation**  
 Allowing an element of risk would open you to all payroll options including Own Limited, Umbrella or PAYE. However the Umbrella mode would be advisable in most circumstances where minimal risk is chosen.
- Paperwork** - many payroll options involve a degree of paperwork at outset, however some products require you to complete weekly returns and even monthly/annual returns to various government departments. Failure to complete some of these returns can lead to financial penalties and additional interest being charged. You have suggested that you are good at completing paperwork.  
**Recommendation**  
 Stating you are good at paperwork would suggest that running your own limited company would be a viable option for you. This does not exclude the Umbrella option where regular additional paperwork is required.

6. **Client numbers (2 years)** - RACS gauge a contractor's status on many factors including the number of and user clients engaged during a specific period (usually around 24 months). Typically if you can demonstrate a varying number of clients during the period the more likely you are to be classed as a true contractor in the eyes of HMRC. You have mentioned that you are likely to engage various different clients in a 24 month period.  
**Recommendation**  
 Many short term contracts tend to force a contractor into legal status. RISZ has to be considered as well, however most payroll options are available here. Own Limited or Umbrella are more appropriate in these circumstances.

7. **Attitude to Risk** - As with most things in life recommendations and individual are focused depending on an individual's attitude to risk. Those wanting guaranteed returns are less likely to make or take as much as one who is prepared to take a risk. Payroll options are very similar, certain products offer greater returns with added responsibility and effort. You are prepared to accept some calculated risk.  
**Recommendation**  
 Allowing an element of risk would open you to all payroll options including Own Limited, Umbrella or PAYE. However the Umbrella mode would be advisable in most circumstances where minimal risk is chosen.

8. **Paperwork** - many payroll options involve a degree of paperwork at outset, however some products require you to complete weekly returns and even monthly/annual returns to various government departments. Failure to complete some of these returns can lead to financial penalties and additional interest being charged. You have suggested that you are good at completing paperwork.  
**Recommendation**  
 Stating you are good at paperwork would suggest that running your own limited company would be a viable option for you. This does not exclude the Umbrella option where regular additional paperwork is required.

9. **Overall Recommendation** - Based on a point scoring system surrounding the answers you have given we have made an overall recommendation or recommendations outlining suggested routes you should consider. Our recommendation scoring system is defined as follows and as such some scores will bring different products to give one or more variation(s) or none if an execution only option has been selected. CIS schemes have also been considered.

0-30	PAYE Option
30-60	Umbrella Option
40-80	Own Limited Option

Your overall score was calculated to be **80**

Our recommendation is listed below:

a. Your answers have indicated you are likely to become a director of your own limited company. Running your own business involves set procedures and more paperwork. RACS can assist both beginners or experts.

All information contained in this letter is based on answers you have given. Representative of RACS Group cannot be held responsible for any changes in personal circumstances and recommendations that you seek independent professional advice regarding contracts, RISZ restrictions or where appropriate.

[Amend Your Details](#)

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 Tel: 0845 604 0571 | Fax: 0240 854 0372

## Illustrations: Based on the products recommended or chosen

**Personal Illustration - working through your PSC**

Date: 13 November 2009

If you are unsure about any aspect of this illustration please call us on: 0845 604 0571 - we will be happy to assist.

**Personal Details**

Tax Code	647L/1
Daily Rate	£180.00
Days Per Week	5

**Gross Pay - Expenses - Variable Adjustment Fee**

Guaranteed Expenses	£62.24
Claimed Expenses	£250.00
Employers NIC	£8.19
PSC Service Level Chosen*	GOLD Service
*Assuming you have opted for Invoicing	
Processing Fee	£47.00
VAT on Fees	£7.05
Corporation Tax (Provision)	£71.19
(Annual Rate at 21%)	
<b>NET PAY</b>	<b>£672.77</b>
<b>NET PAY + DIVIDEND</b>	<b>£737.13</b>
(if dividend elected to be paid this period)	

**Total Weekly Saving with your PSC £64.36**

**Total Annual Saving with your PSC £3,346.69**

Calculations assume working for 52 weeks per year

**Personal Illustration - working through your PSC**

Use will be happy to assist.

NET PAY: £672.77

NET PAY + DIVIDEND: £737.13

**Own Limited**

Weekly Gross Pay	£740.00
PAYE TAX	£33.00
Employee National Insurance	£7.04
Company Profit	£33.92
Guaranteed Expenses	£62.24
Claimed Expenses	£250.00
Employers NIC	£8.19
PSC Service Level Chosen*	GOLD Service
*Assuming you have opted for Invoicing	
Processing Fee	£47.00
VAT on Fees	£7.05
Corporation Tax (Provision)	£71.19
(Annual Rate at 21%)	
<b>NET PAY</b>	<b>£672.77</b>
<b>NET PAY + DIVIDEND</b>	<b>£737.13</b>
(if dividend elected to be paid this period)	

£1 Weekly Saving with your PSC £64.36

£3,346.69 Annual Saving with your PSC

Illustration assume working for 52 weeks per year

Use will be happy to assist.

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## Announcement – SMS Text

**RACS Group – Adds SMS Texting as Standard**

From the 15<sup>th</sup> July 2009 RACS Group has implemented full SMS Texting service on all the payroll products. Contractors who wish to receive an SMS text shortly after each payroll run will now do so automatically and the message will be sent directly to their mobile phones.

This will ease any issues regarding non-receipt of pay advices while on assignment and away from home or nip any payroll queries in the bud almost immediately.

Typical messages will include:

“ Dear Mr Smith,  
**A payment of £XXX.XX has been made to your bank today,  
 and should be available (cleared funds) on Friday.**  
 Regards RACS Group ”

Please ensure all contractors who wish to take advantage of this additional service send confirmation of their mobile numbers as soon as possible.

**RACS Group offers the following MSC compliant services through our third party professional partners:**

- |   |  |
|---|--|
| ✓ Full limited company formation              | ✓ CIS Products                                   |
| ✓ Umbrella Solutions                          | ✓ VAT returns and registration                   |
| ✓ Payroll                                     | ✓ Company secretarial duties                     |
| ✓ Company and simple personal tax returns     | ✓ Companies House returns                        |
| ✓ Annual accounts / year end                  | ✓ Invoicing services to your employment business |
| ✓ Routine tax queries and administration      | ✓ Payments to HMRC (TAX, NIC)                    |
| ✓ Processing of expenses                      | ✓ Day-to-day assistance with your PSC            |
| ✓ IR35 contract reviews and advice though PCG | ✓ Corporation tax returns                        |



RACS Collective Limited Only  
has been audited by the AMEC

