



# Safe and Equitable IR35 Compliance



Don't let the murky depths of IR35 Compliance jeopardise or derail your transformation and change programs.

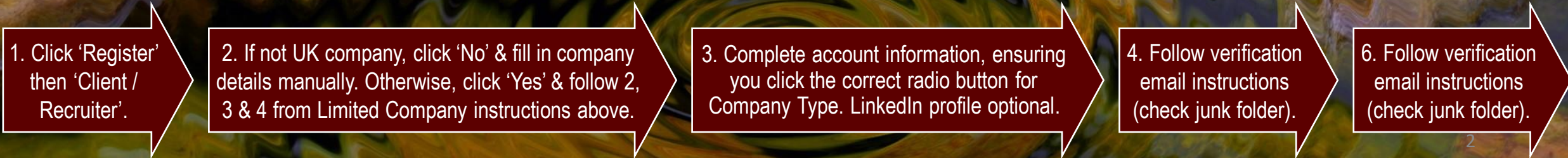


# 1. Contractor, Agent and Client Register on 34square

## Contractors Registering Limited Company



## Client or Agent Registration





## 2. Complete Assessment Questionnaire

Client, Agent or Contractor can launch. Agent or contractor can email to client to complete, or after completion for client sign & issue...

1. Navigate to IR35 Status Assessment from banner or 'IR35 Status Assessment Tool' page under 'What we Do'.

2b. Click 'Official Named Parties Assessment'

OR

2a. Click 'Anonymous Test Assessment'

2c. Complete header form details. If you can't find other parties in dropdowns, they aren't yet registered. Clients prompted to complete assessment. Agents & contractors prompted to complete assessment or email to client for continuation.

3. Complete the questionnaire as above. Once question 25 answered, you can exit or convert to Official Named Parties Assessment. The latter takes you to step 2c, reversing the step sequence.

3. Complete the questionnaire. Help buttons display explanations. Navigate backwards and forwards and previous answer is saved. Questions rendered not applicable will be skipped. Once past question 4, you can exit and then retrieve your assessment from your Document Library and continue.

4. Once question 25 answered, resulting landing page is driven by how questions were answered.

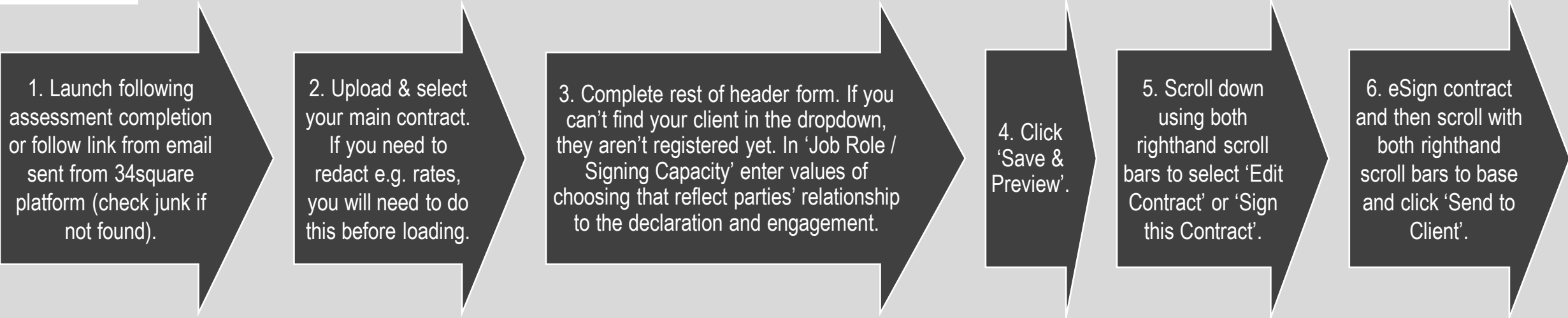
4b. You answered 'No' to question 5. You will have an inside or outside IR35 outcome. At this stage you can still revisit and refine your responses, Once ready, proceed to generate the Status Determination Statement (SDS) or save the draft for later. Skip next slide and go to following for instructions.

4a. You answered 'Yes' to question 5. Clients or agents are prompted to email contractor to issue Right of Substitution Declaration. Contractors are prompted to issue Right of Substitution Declaration. Proceed to next slide for Right of Substitution Declaration instructions.





### 3. If Opted For, Worker & Client Sign Right of Substitution Declaration





# End to End SDS Generation and Workflow

## 4. Generate Status Determination Statement (SDS).

Use both righthand scroll bars to review and click 'Sign this Contract'.

## 5. Client Signs & Sends SDS to Worker and Agent.

eSign contract scroll to bottom and click 'Send to Contractor' and when prompted 'Send to Fee Payer'.

## 6. Worker & Fee Payer Sign to Acknowledge Receipt & Publish.

Use both righthand scroll bars to review and then click 'Sign to Acknowledge Received'.  
Scroll to bottom and click 'Publish Contract'

## 7. SDS Stored in All Parties' Document Libraries on 34square.

Emailed to all parties and stored in all Document Libraries.

Note that whenever you have been sent an email with a link to sign a 'contract', it will also be directly accessible in the pertaining 'Sign Pending' section of your Document Library on 34square.

The screenshot shows the 'Document Library' interface on the 34square platform. It features a navigation bar with links for 'Home', 'Tipping the Scales', 'What We Do', 'Contractors', and 'Recruiters'. The main content area is divided into four sections, each with a PDF icon and a description of the documents stored there:

- Lodged Main Contracts:** This contains documents related to lodged main contracts. A button labeled 'View Contracts (0)' is visible.
- Generated Statement of Work:** This contains documents related to Statement of Work. Buttons for 'Draft (0)', 'Sign Pending (0)', and 'Published (4)' are visible.
- Generated Right of Substitution Declaration:** This contains documents related to Right of Substitution Declaration. Buttons for 'Sign Pending (0)' and 'Published (0)' are visible.
- Generated Status Determination Statements:** This contains documents related to Status Determination Statements. Buttons for 'Draft Assessments (3)', 'Sign Pending (0)', and 'Published (3)' are visible.

Should worker or fee payer wish to dispute SDS outcome, they follow instructions at base of SDS.