

iConsult Payment Solutions Right to Work Policy

This policy is confirmation that iConsult Payment Solutions shall not engage with any prospective self-employed worker, employee or subcontractor without carrying out the proper checks as outlined by the Home Office and the UK Border Agency.

For all applicants we check that the documents are genuine and that the person presenting them is the prospective employee, the rightful holder and allowed to do the type of work we are offering.

We also check that:

1. photographs and dates of birth are consistent across documents and with the person's appearance in order to detect impersonation;
2. expiry dates for permission to be in the UK have not passed;
3. any work restrictions to determine if they are allowed to do the type of work on offer (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed);
4. the documents are genuine, have not been tampered with and belong to the holder;
and
5. the reasons for any difference in names across documents can be explained by providing evidence (e.g. original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be retained.

For any employee that has a right to work that is time-limited we have measures in place to ensure that these are flagged and updated documents are received.

All workers must provide right to work documents as per the below:

Acceptable Forms of Identification

Please can you provide either **ONE** document from list 1 or **TWO** documents from List 2:

List 1:

- UK Passport, Irish Passport or Passport card.
- Passport or National ID Card of a country in the European Economic Area or Switzerland. **NOTE - in light of the EU Settlement Scheme as of 1/7/2021, EEA citizens will also be required to provide their share code and their date of birth so iConsult can check their Home Office immigration status via the online service available on GOV.UK:**
<https://www.gov.uk/view-right-to-work>.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- Passport with endorsement stating that holder has a right of residence, or can stay indefinitely in the UK.
- Passport endorsed to show that holder can do the type of work employer is offering if no work permit held.
- Application Registration Card issued to asylum seeker stating that holder is permitted to take employment.

List 2:

A document showing your name and NI number, (NI Card, P45, P60, Tax Coding Notice etc) together with one of the following:

- Full Birth Certificate.
- Certificate of registration or naturalization.

- Letter or Immigration Status Document from the Home Office to holder confirming they can stay indefinitely in the UK.
- Letter or Immigration Status Document from the Home Office to holder with endorsement showing that holder can do the type of work the employer is offering if no work permit held.

Work Permit, together with the following:

- Passport endorsed to show that holder may stay in the UK and take work permit employment.
- Letter from Home Office to holder confirming that holder may stay in UK and take work permit employment.

Acceptable Documents for Proof of Address

You need to send one of these, documents must show your full address and postcode and include at least your initials and surname.

- Original Gas, Electricity or Telephone bill (must show your phone number), no more than 3 months old.
- Original Water bill, no more than 12 months old.
- Original Bank, Credit Card or Building Society statement, no more than 3 months old from an active account.
- Original current Local Council Tax Bill less than 12 months old.
- Original Mortgage statement from a recognized lender, less than 12 months old.
- Original Inland Revenue document less than 12 months old. Not a P60 or P45.
- Original TV Licence Reminder or Vehicle Licence Reminder no more than 12 months old.
- Original current known Housing Association Tenancy Agreement or current known Housing Association rent book.

The government updated their 'employer's guide to right to work checks' on the 17th March 2021, which can be found here - [An employer's guide to right to work checks \(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014298/2021.08.31_Employers_Guide.pdf\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014298/2021.08.31_Employers_Guide.pdf) .

The new settled and pre-settled status' can be checked online using the portal <https://www.gov.uk/view-right-to-work> by entering the share code the contractor provides. The pre settled status will be time-limited and therefore follow up checks would need to be conducted before the expiry date of leave.

If the contractor is from outside of the EU, EEA or Switzerland they will receive a physical document if they don't already hold a biometric residence card.

The gov.uk website also provides a service for checking if the document you have been provided allows someone to work in the UK Check if a document allows someone to work in the UK - <https://www.gov.uk/legal-right-work-uk>