# **CONSULTANT TAX RESIDENCY SELF-DECLARATION FORM**

**Purpose**

This form is designed to let EPI know your residency and status for tax purposes. The answers you provide are important and help us to understand any tax liability that may apply to work undertaken for EPI Group and to ensure that EPI is meeting its legal responsibility under the Criminal Finance Act 2017, which can be found on our website, to ensure that we are not facilitating domestic & foreign tax evasion and other economic crime. We will request this information on an annual basis.

**Your information**

The information you provide should be accurate, up to date and should any of your circumstances change you should let us know. If you have any questions over how to complete this form or over your tax residency in general, we recommend you contact your accountant or tax advisor. Please complete the form in BLOCK CAPITALS preferably typed then sign and return the form to EPI by email.

# **PART 1 – IDENTIFICATION OF INDIVIDUAL**

|  |  |
| --- | --- |
| *Full name* |  |
| *Date of birth* |  |
| *Residential address* |  |
| *Residential city or town* |  |
| *Country of residence* |  |
| *Mailing address, if different* |  |
| *Country of birth* |  |
| *Passport issuing country, if dual state both* |  |

# **PART 2 – INDENTIFICATION OF PERSONAL SERVICE COMPANY (If applicable)**

|  |  |
| --- | --- |
| *Name* |  |
| *Registered Address* |  |
| *Incorporation Registration Number* |  |

# **PART 3 – TAX RESIDENCE**

|  |  |
| --- | --- |
| *Your country of residence for tax purposes (1)* |  |
| *Taxpayer identification number (TIN) (2)* |  |
| *TIN type (National insurance, social security, resident registration number, other)* |  |
| *If you do not have a TIN or similar, please briefly explain why not.* |  |

1. *your country of tax residence is usually the country in which you live, or where your personal service company is based, and where you pay tax on your income, (or would pay tax if you had taxable income). Each country has different rules on tax residence, if in doubt you should seek advice from your financial advisor or accountant.*
2. *This is your unique identification number issued to you, or your personal service company, by the authorities in your country of residence. In the UK it is your National Insurance number, or your Unique Tax Reference number of your personal service company. Some countries do not issue TIN, in which case you can use countries it may be social security number, citizen or personal id number.*

# **PART 4 – DECLARATION**

Failure to provide accurate information on a timely basis could result in unforeseen tax liabilities for you.

I confirm that the information I have provided here is correct and agree that I am responsible for the accuracy of this information and making EPI aware of any changes should they occur.

|  |  |
| --- | --- |
| *Full name* |  |
| *Date* |  |
| *Signature* |  |