



backoffice

Holiday Pay and the Sole Trader Scheme

Being self employed does not carry a statutory holiday pay entitlement, to get around this and to assist you as a contractor Backoffice can bank set amounts for you upon your instruction so that you have a fund when taking time away from work.

We class this as your holiday reserve. This “holiday reserve” will build up and accrue every time you have your wages processed.

If you wish to reserve holiday pay then please return the attachment slip below.

If you do not want a “holiday reserve” to build up then please do not take any further action with this document.

To claim back any funds at any time just notify us in writing, e-mail or FAX.

If you have any additional queries, then, please do not hesitate to contact us on 0800 008 6838.

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NAME: _____ Backoffice I.D: _____

I wish for Backoffice to set up and reserve a holiday fund. I want it to accumulate each time Backoffice process a wage for me until I notify you otherwise.

The method I opt for is shown below:

I wish for my reserve to be set aside based on a **Percentage**. At a rate of _____%.

I wish for my reserve to be set aside based on a **Specific Amount** of £_____.

Please tick the relevant box and fill in the blank space.

SIGNED: _____ DATE: _____