

OFFALY COUNTY COUNCIL

Revenue Contract Registration Form / v2023

*Complete this form in **PRINT BLOCK CAPITALS** only. Return original form to the OCC section or AREA Office contracting the work.*

(OCC staff can then forward completed forms by email to apaccounts@offalycoco.ie providing original signatures are present (Typed names are not sufficient)).

Section 1 - SUBCONTRACTOR'S DETAILS – to be filled in by the SUBCONTRACTOR								
Registered Company Name:	RCT Number:							
	VAT Number:							
Address:	Revenue District:							
Postcode:								

GUIDELINES: Sub-Contractor - please answer the following questions by entering a \surd or an X re Yes / No.

Will the Subcontractor:		Yes	No
Supply Materials?		<input type="checkbox"/>	<input type="checkbox"/>
Provide plant & machinery necessary for the job other than hand tools?		<input type="checkbox"/>	<input type="checkbox"/>
Engage helpers, subcontractors at his/her own expense?		<input type="checkbox"/>	<input type="checkbox"/>
Receive an agreed contract payment(s) without entitlement to pay for overtime, holidays, country money, travel, and subsistence or other expense payments?		<input type="checkbox"/>	<input type="checkbox"/>
Be excluded from the industry pension and sick pay schemes, if a sole trader?		<input type="checkbox"/>	<input type="checkbox"/>
Organise his/her own transport to and from sites?		<input type="checkbox"/>	<input type="checkbox"/>
 Does the Subcontractor:		Yes	No
Have a fixed place of business to take orders bookings for contracts store materials and equipment, etc?		<input type="checkbox"/>	<input type="checkbox"/>
Cost and agree prices for jobs?		<input type="checkbox"/>	<input type="checkbox"/>
Provide his/her own insurance cover as appropriate e.g. public liability etc?		<input type="checkbox"/>	<input type="checkbox"/>
 Is the Subcontractor:		Yes	No
Free to choose the method to be employed in carrying out the work without the direction or control of the site foreman/overseer?		<input type="checkbox"/>	<input type="checkbox"/>
In business on his/her own account and able to provide same services concurrently to others?		<input type="checkbox"/>	<input type="checkbox"/>
Exposed to financial risk including bearing the cost of making good faulty substandard work and overruns?		<input type="checkbox"/>	<input type="checkbox"/>
Registered for Value Added Tax if appropriate?		<input type="checkbox"/>	<input type="checkbox"/>
 Having regard to guidelines above and for the reasons indicated above, we have satisfied ourselves that in our opinion the contract described above is NOT a contract of employment I will accept RCT Details on a remittance advise instead of separate Deduction Authorisation.		<input type="checkbox"/>	<input type="checkbox"/>

Signature of Subcontractor: (Subcontractor Supplier)		Date:	
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Section 2 - CONTRACT DETAILS to be filled in by the OFFALY CO CO SECTION**Please ensure that the supplier is already set up. If not, arrange same prior to RCT request.**

OCC SUPPLIER ID			
State exact nature of work on which Subcontractor will be engaged (e.g. bricklaying, painting, paving, surface dressing, haulage, forestry, etc.			
WORK/DESCRIPTION OF RCT DESCRIPTION	:		
State precise location of site at which Subcontractor will be working. DO NOT STATE "VARIOUS":			
Start date of Contract	DD	MM	YYYY
End date of Contract	DD	MM	YYYY
Value of Contract (excluding VAT)			
Any Tender Reference No per project			
Offaly Co Co Section requesting RCT			
Offaly Co Co Eng/Tech Staff Member			
Offaly Co Co Admin Staff Member			

Having regard to the guidelines referred to above and for the reasons indicated above, we have satisfied ourselves that in our opinion the contract described above is NOT a contract of employment.

Signature of Principal Contractor:
(Offaly Co Co personnel)

Date:

Section 3 - OCC FINANCE SECTION Use only

<i>EU VIES Check re Company/Name</i>	
<i>Agresso Contract ID</i>	
<i>REVENUE CONTRACT ID (for PO USE by section)</i>	
<i>Site ID No</i>	
<i>Finance Staff member / date of RCT revenue registration, scan form / return to Section</i>	

Return original form to the OCC section or AREA Office/Municipal District contracting the work. **Faxed or email copies cannot be accepted as your original signature is required.**

Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly R35 F893.

Tullamore Municipal District Acres Hall, Cormac Street , Tullamore, Co. Offaly, R35WV59	Birr Municipal District Wilmer Road, Birr, Co. Offaly R42 X271	Edenderry Municipal District Edenderry Town Hall, Edenderry, Co. Offaly R45 K766
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