

Self-Employed Status Declaration (SDC) - How to Complete Your Form



A guide for subcontractors to complete their own Bishop Oak SDC form accurately. The company you're working with will use your answers to confirm your employment status.

Link to form:

<https://eu.jotform.com/build/242594538166365>

Website:

www.bishopoak.com/sdcform

Contact:

Need help? Call Bishop Oak on
0808 150 1358

What Is This Form and Why Does It Matter?

This form helps determine whether you're genuinely self-employed or working in a way that may be classed as employment by HMRC.

It focuses on four key areas:

	Mutuality of Obligation		Substitution
	Control		Financial Risk



You complete this form yourself based on your typical working relationship. The company will review your responses and keep the completed form on file.

Tips for Completion:

-  Answer honestly
-  Read each section carefully
-  If you're unsure, ask Bishop Oak for help

 English (UK) ▾

Name

First Name

Last Name

Employment Status Checklist



You have indicated that you are a person in business on your own account. In order to confirm the validity of our relationship, we would be grateful if you could confirm the below which covers the basis of our contractual relationship as set out in the contract for services. It is important that you read the points carefully. If you are unsure on a question, please contact our team on 0251501388

Section 1: Mutuality of Obligation



Form Area Reference: First tick-box group under “Mutuality”

What It Covers:

This checks whether you’re free to pick and choose your jobs — and whether the company is free to stop offering you work.

You’ll Be Asked To Confirm:

- I can accept or reject any work offered
- There is no obligation on Bishop Oak to provide me with more work
- I am free to work for other companies



Why It Matters:

This shows you work independently and are not tied into a permanent relationship.

Tips:



Think about how flexible your work arrangement really is



If you choose which jobs to take, tick accordingly

Mutuality

Being self-employed means that there is a lack of mutuality between Bishop Oak and yourself. If you are self-employed, you cannot assume that the work will continue once the assignment you are engaged on comes to an end. You are responsible to look for other work and to approach other companies to look for work.

Please tick to confirm: *

- I understand I can refuse any work offered to me by Bishop Oak .
- I understand there is no obligation for Bishop Oak to provide me with any future work.
- I understand there is no obligation to work only for Bishop Oak .

Section 2: Substitution



Form Area Reference: Tick-box group under “Substitution”

What It Covers:

Whether you're allowed to send someone else to complete the work if you're unavailable.

You'll Be Asked To Confirm:

- I have the right to ask someone else to do the job
- I will remain responsible for paying that person



Why It Matters:

This shows that you're not the only one who has to do the job — being able to send someone else if needed is one of the signs that you're working for yourself, not as an employee.

Tips:



Think: if you had to miss a job, could you send a qualified substitute?

Substitution

Being self-employed means that you can supply a substitute to perform the services (subject to the terms of your agreement with us) if you are unwilling or unable to, for example, if you are on another job or you are unwell.

Please tick to confirm: *

- I understand that I will be able to use somebody else, providing they have the necessary skills/ qualifications to help complete the contract.
- I understand that I will be responsible for payment to the 'substitute'

Section 3: Control



Form Area Reference: : Tick-box group under “Control”

What It Covers:

This section is about who decides how you do your job — is it up to you, or are you being told what to do and how to do it?

You'll Be Asked To Confirm:

- I decide the method I use to do the job
- I don't have to change my method unless we agree it together



Why It Matters:

If someone's telling you exactly how to do the job, it could mean you're being treated like an employee rather than working for yourself.

Tips:



Using your own tools and deciding how you work shows you're running the job your way — not just following someone else's instructions.

Control

If you are self-employed you will be asked to do a job but it will be up to you how you complete it. You will only be expected to carry out the work detailed in your contract and relevant works order unless there is an agreed variation.

Please tick to confirm: *

- I understand that I am able to determine the method by which I perform the services provided the job is complete.
- I understand that I do not have to change job/assignment without my agreement.

Section 4: Financial Risk



Form Area Reference: Tick-box group under “Financial Risk”

What It Covers:

This part looks at whether you take on the financial responsibilities that come with being self-employed.

In simple terms:

- Do you pay for your own tools, equipment, or materials?
- If something goes wrong, do you cover the cost to fix it?
- Are you insured if something goes wrong on the job?



Why It Matters:

If you're running your own business, you carry the risks and costs that come with it — like any other self-employed person. Employees, on the other hand, usually have these things paid for by their employer.

What You'll Be Asked to Confirm:

That you fix mistakes at your own expense, pay for your own tools and materials and that you carry your own public liability insurance

Tips:



If you've ever had to redo work without being paid, or you've bought your own kit, tick the boxes that apply. It shows you're not relying on someone else to cover your costs — a key sign of working for yourself.

Financial Risk

If you are self-employed you accept a degree of financial risk. For instance, the amount you receive is dependent on what you charge and if any work undertaken is sub-standard or defective you will be liable to correct the work at your own cost.

Please tick to confirm: *

- I understand that I must rectify any work that is defective at my own expense
- I understand that I am responsible for payment of income tax and national insurance contributions direct to HM revenue and customs.
- I also understand that I am responsible for keeping appropriate financial records in order to complete my annual self-assessment tax return.

Section 5: Entitlements & Declaration



Form Area Reference: Final tick boxes (e.g. “I accept that I’m not entitled to...”), Declaration paragraph, signature, and date

What It Covers:

This confirms that you understand you’re working as self-employed — so you won’t receive employee benefits like sick pay or holiday pay. It also asks you to confirm your answers are accurate.

You’ll Be Asked To Confirm:

That you do not expect to receive employee benefits, that you take responsibility for your own tax/NI and you declare the information is true and up to date.

Tips:



This is your formal declaration — read it carefully before signing. The company will keep it on file as part of their compliance checks.

Please tick to confirm: *

- I accept that I will not be entitled to receive the following benefits from Bishop Oak : Holiday Pay, Employer’s Sick Pay*, Employer’s Maternity/Paternity Pay* and Pension Rights. *Any claim to statutory sick pay, maternity or paternity pay etc. would need to be made direct to HMRC department for work and pensions.

Personal Data *

- I hereby declare that the information above is true and correct. I also understand that any wilful dishonesty may result in the rejection of my application or immediate termination of any subsequent agreement.
- I acknowledge that it is my responsibility to keep Bishop Oak informed of any changes to this information.
- I consent to my personal data being held in both electronic and paper format in accordance with all the data protection legislation in force from time to time in the United Kingdom (including the UK-GDPR, Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003 (as amended)).

If any of the information changes please contact a member of the Bishop Oak team on 0203 150 1388.

Signature *

Clear

Date *

01/07/2025



What Happens Next

What the Company Will Do:

Once you've filled in your SDC form, the company you're working with will:

- Read through your answers
- Add any comments if they need to
- Keep a copy on file in case HMRC asks for proof
- Get in touch if they have any follow-up questions



What You Should Keep:

- A copy of your completed form
- Your UTR number (from HMRC)
- Details of your public liability insurance
- Anything that shows you work for yourself — like invoice headers or a business card

Need Support?



Call Bishop Oak on **0808 150 1358**



Or go to: **<https://eu.jotform.com/build/242594538166365>**

Disclaimer:

This guide is not tax or legal advice. If you're unsure, speak to an accountant or legal professional.