

Items	Description
Invitation to PSC Contractor	<ul style="list-style-type: none"> Champion will invite designated PSC contractors to undertake IR35 assessment. Invitations will be issued directly from the IR35 Resolve portal.
Submit Assessment	<ul style="list-style-type: none"> PSC contractors will be required to complete a detailed IR35 questionnaire. They will also be required to upload a copy of their current Contract for Services. The IR35 Resolve portal will request payment directly from the PSC contractor at the point they complete their assessment. Payment is to be made online via the website.
Status Assessment	<ul style="list-style-type: none"> Once the PSC contractor has completed their IR35 submission/payment, all material will be made available to our appointed legal advisors so they may review and then provide their IR35 opinion and supporting comments regarding their determination.
Client Review	<ul style="list-style-type: none"> A summary IR35 status report will be completed and issued to Clients within 4 working days.
Client Decision	<ul style="list-style-type: none"> Using IR35 Resolve, clients will study the PSC contractor's submission, along with detailed guidance information provided by our legal advisors. IR35 Resolve provides the facility to agree or disagree with the determinations.
Communication	<ul style="list-style-type: none"> Once a decision has been made, a detailed SDS document will be compiled by IR35 Resolve. It is the client's responsibility to release the SDS document to the PSC contractor.
Appeals	<ul style="list-style-type: none"> If the PSC contractor disagrees with the determination they have the right to appeal. IR35 Resolve software will notify your organisation of the appeal. The appeals process will be fully managed via IR35 Resolve. Based on the outcome of the contractor appeal, IR35 Resolve will provide an updated SDS document, along with a full audit trail including details of the appeal.