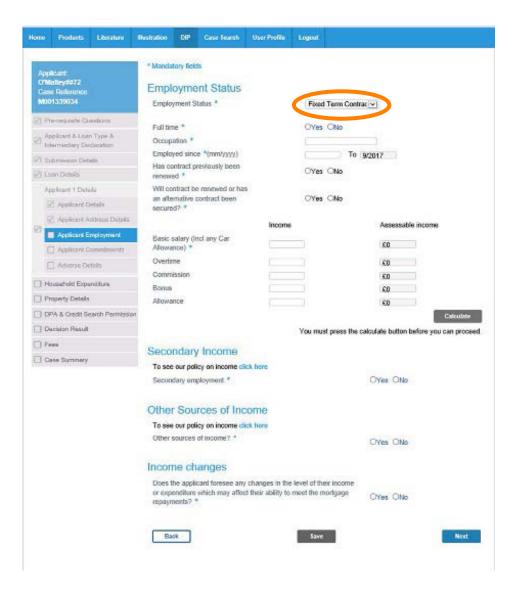


CONTRACTOR SUBMISSION CUIDE.

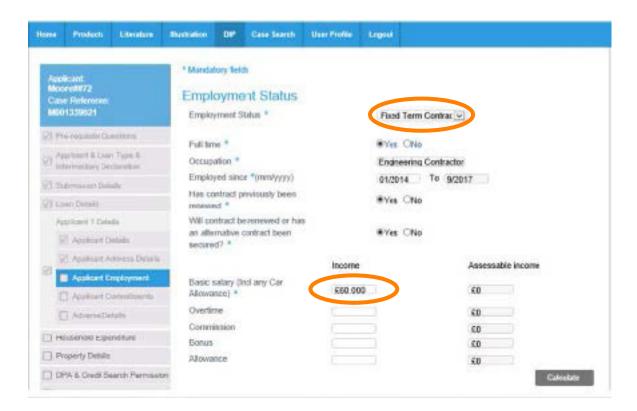
When submitting cases for new or existing contractors, follow these steps when completing your Decision in Principle (DIP).

A Within the Applicant Employment details select 'Fixed Term Contract' from the drop-down:

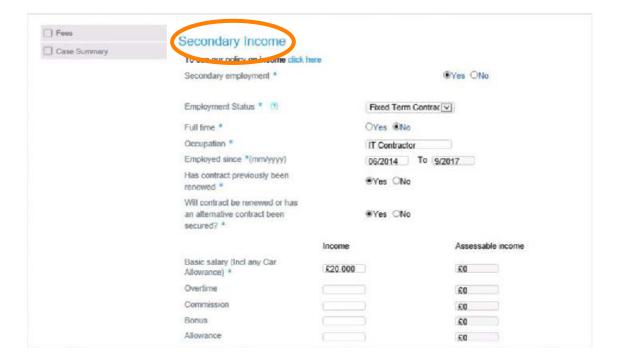


Contractor Submission Guide 2

- B The 'Employed since' date should be inputted to reflect the date that the applicant started contracting and not the start date of the current contract.
- C Income from the contract should be keyed as 'Basic salary' and should be calculated in the following way: Income = weekly rate x 48.



Multiple Contracts - where an applicant is working on more than one contract at a time we will consider income from this source as well, at 100%. This should be inputted as 'Secondary Income' in the same way as shown above:



Contractor Submission Guide 3



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