

INTERMEDIARIES

How to key different income types into MSO

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Self-employed sole trader/partner

Step one

In the Current income section, select “**Self employed Partner**” or “**Self employed Sole Trader**” as the “Current employment status”.

Current income for John Smith

£ Current income

Current employment status	Total net monthly income from all
Please select...	
Employed	
Self employed Partner	
Self employed Sole Trader	
Director or Shareholder less than or equal 33 percent share	
Director or Shareholder greater than 33 percent share	
Retired	
Homemaker	
Student	
Not employed	

Step two

After entering the net monthly income, select “**Employment income**” as the “Income type”.

+ Add income

Please select...
Employment income
Other income

Step three

Then select either “Partner (Self Employed)” or “Sole Trader (Self Employed)” as the “Employment status”.

Employment status

Please select...

Employed

Partner (Self Employed)

Sole Trader (Self Employed)

Director/Shareholder <=33% share

Director/Shareholder >33% share

Step four

Click “Add”.

Add +

Step five

Enter Net profit (or share of net profit) for the last two years and complete any other mandatory information.

+ Add employment income - self employed sole trader

Occupation
Please select... ▼

Employer name
[Text input field]

Start date
Please enter the date on which you started trading.
Month ▼ Year ▼

Net profit for last full trading year
£ 0

Net profit for last but one full trading year
£ 0

Tax assessment method
Please select... ▼

Main employment?
 Yes No

Limited company
director with more
than 33% shareholding

Step one

In the Current income section, select “**Director or Shareholder greater than 33 percent share**” as the “Current employment status”.

Current income for John Smith

£ Current income

Current employment status	Total net monthly income from all
Please select...	
Employed	
Self employed Partner	
Self employed Sole Trader	
Director or Shareholder less than or equal 33 percent share	
Director or Shareholder greater than 33 percent share	
Retired	
Homemaker	
Student	
Not employed	

Step two

After entering the net monthly income, select “**Employment income**” as the “Income type”.

+ Add income

Please select...
Employment income
Other income

Step three

Then select “**Director/Shareholder > 33% share**” as the “Employment status”.

Employment status

Please select...

Employed

Partner (Self Employed)

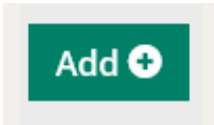
Sole Trader (Self Employed)

Director/Shareholder <=33% share

Director/Shareholder >33% share

Step four

Click “Add”.



Step five

Complete the company net profit figures for the last 2 years.

+ Add employment income - director or shareholder greater than 33 percent share

Occupation
Please select... [v]

Employer name
[text input]

Start date
Please enter the date on which the company/business started trading.
Month [v] Year [v]

Net profit for last full trading year
£ 0

Net profit for last but one full trading year
£ 0

Tax assessment method
Please select... [v]

Main employment?
 Yes No

Step six

Complete salary and dividends for the last 2 years and all other mandatory questions.

+ Add salary and dividends

Current year projected gross salary	Current year projected dividends
£ 0	£ 0
Previous year gross salary	Previous year dividends
£ 0	£ 0
Last but one year gross salary	Last but one year dividends
£ 0	£ 0

Limited company
director with less than
33% shareholding

Step one

In the Current income section, select “**Director or shareholder less than or equal 33 percent share**” as the “Current employment status”.

N.B If using dividend income, please enter as bonus.
This will be subject to underwriting assessment

Current income for John Smith

£ Current income

Current employment status	Total net monthly income from all
<div style="border: 1px solid black; padding: 5px;"><p>Please select...</p><p>Employed</p><p>Self employed Partner</p><p>Self employed Sole Trader</p><p>Director or Shareholder less than or equal 33 percent share</p><p>Director or Shareholder greater than 33 percent share</p><p>Retired</p><p>Homemaker</p><p>Student</p><p>Not employed</p></div>	

Step two

After entering the net monthly income, select “**Employment income**” as the “Income type”.

+ Add income

Please select...

Employment income

Other income

Step three

Then select “**Director/Shareholder <=33% share**” as the “Employment status”.

Employment status

- Please select...
- Employed
- Partner (Self Employed)
- Sole Trader (Self Employed)
- Director/Shareholder <=33% share
- Director/Shareholder >33% share

Step four

Click “Add”.



Step five

Complete all other information as normal.

+ Add employment income - director or shareholder less than or equal 33 percent share

Occupation Please select... <input type="button" value="v"/>	Basic salary (gross) £ 0 <input type="button" value="Please sel"/> <input type="button" value="v"/>
Employer name <input type="text"/>	Bonus guaranteed (gross) £ 0 <input type="button" value="Please sel"/> <input type="button" value="v"/>
Start date Please enter the date on which the company/business started trading. Month <input type="button" value="v"/> Year <input type="button" value="v"/>	Overtime guaranteed (gross) £ 0 <input type="button" value="Please sel"/> <input type="button" value="v"/>
Main employment? <input type="radio"/> Yes <input type="radio"/> No	Commission guaranteed (gross) £ 0 <input type="button" value="Please sel"/> <input type="button" value="v"/>
	Allowances (gross) £ 0 <input type="button" value="Please sel"/> <input type="button" value="v"/>
	Tax assessment method Please select... <input type="button" value="v"/>

Foster income

Step one

In the current income section, select either homemaker or not employed.

Current income for John Smith

£ Current income

Current employment status	Total net monthly income from all
Please select...	
Employed	
Self employed Partner	
Self employed Sole Trader	
Director or Shareholder less than or equal 33 percent share	
Director or Shareholder greater than 33 percent share	
Retired	
Homemaker	
Student	
Not employed	

Step two

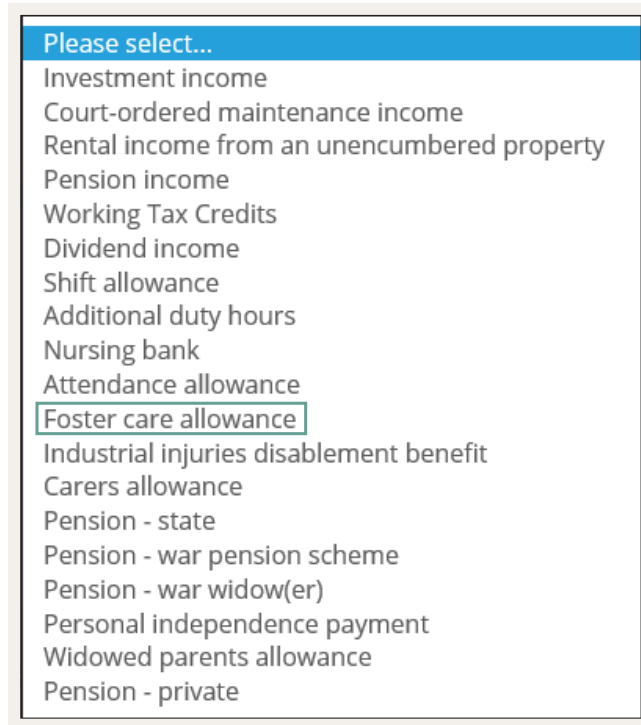
After entering the net monthly income, select “**Other income**” as the “Income type”.

+ Add income

Please select...
Employment income
Other income

Step three

Then select “**Foster care allowance**” as “Other income source”.



A screenshot of a dropdown menu titled "Please select...". The menu lists various income sources, with "Foster care allowance" highlighted by a green border. The other options are: Investment income, Court-ordered maintenance income, Rental income from an unencumbered property, Pension income, Working Tax Credits, Dividend income, Shift allowance, Additional duty hours, Nursing bank, Attendance allowance, Industrial injuries disablement benefit, Carers allowance, Pension - state, Pension - war pension scheme, Pension - war widow(er), Personal independence payment, Widowed parents allowance, and Pension - private.

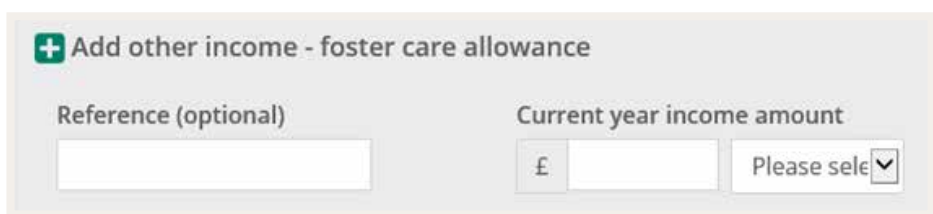
Step four

Click “**Add**”.



Step five

Enter annual income as normal based on average of last six months’ remittance slips annualised.



A form titled "+ Add other income - foster care allowance". It contains two main sections: "Reference (optional)" with an empty text input field, and "Current year income amount" which includes a currency selector (set to "£"), an empty text input field, and a dropdown menu labeled "Please select" with a downward arrow.

Day rate contractor

Step one

In the Current income section, select “**Director or shareholder less or equal 33 percent share**” as the “**Current employment status**”.

Current income for John Smith

Current income

Current employment status:

Total net monthly income from all sources: £ 1

Please select...
Employed
Self employed Partner
Self employed Sole Trader
Director or Shareholder less than or equal 33 percent share
+ Director or Shareholder greater than 33 percent share
Retired
Homemaker
Student
Not employed

At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income: No other income items have been entered.

[Address history](#) [Committed expenditure](#)

Step two

After entering the net monthly income, select “**Employment income**” as the “**Income type**”.

Current income for John Smith

Current income

Current employment status:

Total net monthly income from all sources: £ 1

Please enter a breakdown of the applicant's income.

+ Add income

Income type:

Please select...
Employment income
Other income

Current income list

Employment Income

At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income: No other income items have been entered.

[Address history](#) [Committed expenditure](#)

Step three

Then select “Employed” as the “Employment status”.

Current income for John Smith

£ Current income

Current employment status: Director or Shareholder less than or equal 3...
Total net monthly income from all sources: £ 1

Please enter a breakdown of the applicant's income.

+ Add income

Income type: Employment income

Employment status: Employed

Current Income list

Employment Income: At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income: No other income items have been entered.

Address history

Committed expenditure

Step four

Under “Employment contract” select “Fixed term contract”.

Employment contract

Please select...
Permanent
Fixed term contract
Temporary

Step five

Click "Add".

Current income for John Smith

£ Current income

Current employment status: Director or Shareholder less than or equal 3...
Total net monthly income from all sources: £ 1

Please enter a breakdown of the applicant's income.

+ Add Income

Income type: Employment income
Employment status: Employed
Employment contract: Fixed term contract
Add

Current income list

Employment Income
At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income
No other income items have been entered.

[Address history](#) [Committed expenditure](#)

Step six

Enter "Daily rate" which will bring up a number of days per week box. Enter the number of days per week contracted for and enter the equivalent Annualised Salary. N.B If the applicant has more than one contract with differing day rates, please enter a weighted average. A copy of all day rate contracts will be required.

Current income for John Smith

+ Add employment income - fixed term contract

Occupation: Please select...
Employer name:
Start date: Please enter the date on which you started contracting.
Month: Year:
Time remaining: years months
Main employment? Yes No
Is contract likely to be renewed? Yes No

Basic salary (gross): £ 0 Please select...
Bonus guaranteed (gross): £ 0 Please select...
Overtime guaranteed (gross): £ 0 Please select...
Commission guaranteed (gross): £ 0 Please select...
Allowances (gross): £ 0 Please select...
Daily rate: £ 100
How many whole days per week is the contract for?

[Cancel](#) [Save](#)

Employed on a fixed term contract

Step one

In the Current income section, select “**Employed**” as the “Current employment status”.

Current income for John Smith

£ Current income Income from all

Please select...

Employed

Self employed Partner

Self employed Sole Trader

Director or Shareholder less than or equal 33 percent share

Director or Shareholder greater than 33 percent share

Retired

Homemaker

Student

Not employed

Step two

After entering the net monthly income, select “**Employment income**” as the “Income type”.

+ Add income

Please select...

Employment income

Other income

Step three

Then select “**Employed**” as the “Employment status”.

Employment status

Please select...
Employed
Partner (Self Employed)
Sole Trader (Self Employed)
Director/Shareholder <=33% share
Director/Shareholder >33% share

Step four

Under “Employment contract” select “**Fixed term contract**”.

Employment contract

Please select...
Permanent
Fixed term contract
Temporary

Step five

Click “**Add**”.

Add +

Step six

Complete all mandatory information, leaving the “Daily rate” box clear.

+ Add employment income - fixed term contract

Occupation Please select... <input type="button" value="v"/>	Basic salary (gross) £ 0 <input type="button" value="Please select..."/> <input type="button" value="v"/>
Employer name <input type="text"/>	Bonus guaranteed (gross) £ 0 <input type="button" value="Please select..."/> <input type="button" value="v"/>
Start date Please enter the date on which you started contracting. Month <input type="button" value="v"/> Year <input type="button" value="v"/>	Overtime guaranteed (gross) £ 0 <input type="button" value="Please select..."/> <input type="button" value="v"/>
Time remaining <input type="text"/> years <input type="text"/> months	Commission guaranteed (gross) £ 0 <input type="button" value="Please select..."/> <input type="button" value="v"/>
Main employment? <input type="radio"/> Yes <input type="radio"/> No	Allowances (gross) £ 0 <input type="button" value="Please select..."/> <input type="button" value="v"/>
Is contract likely to be renewed? <input type="radio"/> Yes <input type="radio"/> No	Daily rate £ <input type="text"/>

Bank nursing

Step one

In the Current income section, select “**Employed**” as the “Current employment status”.

Current income for John Smith

£ Current income

Current employment status	Total net monthly income from all
<div data-bbox="389 645 1050 956"><p>Please select...</p><p>Employed</p><p>Self employed Partner</p><p>Self employed Sole Trader</p><p>Director or Shareholder less than or equal 33 percent share</p><p>Director or Shareholder greater than 33 percent share</p><p>Retired</p><p>Homemaker</p><p>Student</p><p>Not employed</p></div>	

Step two

After entering the net monthly income, select “**Other income**” as the “Income type”.

+ Add income

Please select...

Employment income

Other income

Step three

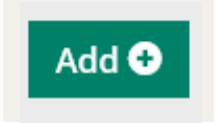
Then select “Nursing Bank” as “Other income source”.

Please select...

- Investment income
- Court-ordered maintenance income
- Rental income from an unencumbered property
- Pension income
- Working Tax Credits
- Dividend income
- Shift allowance
- Additional duty hours
- Nursing bank**
- Attendance allowance
- Foster care allowance
- Industrial injuries disablement benefit
- Carers allowance
- Pension - state
- Pension - war pension scheme
- Pension - war widow(er)
- Personal independence payment
- Widowed parents allowance
- Pension - private

Step four

Click “Add”.



Step five

Enter annual income as normal based on average of last six months’ remittance slips annualised.

+ Add other income - nursing bank

Reference (optional)

Current year income amount £ Please select

Rental income as main income

Step one

In the Current income section, select “Self Employed Sole Trader”.

Current income for John Smith

£ Current income

Current employment status

Self employed Sole Trader

- Please select...
- Employed
- Self employed Partner
- Self employed Sole Trader**
- Director or Shareholder less than or equal 33 percent share
- Director or Shareholder greater than 33 percent share
- Retired
- Homemaker
- Student
- Not employed

Step two

After entering the net monthly income, select “Employment income” as the “Income type”.

Current income for John Smith

£ Current income

Current employment status: Self employed Sole Trader

Total net monthly income from all sources: £ 1

Please enter a breakdown of the applicant's income.

+ Add income

Income type: Employment income

Current income list

Employment Income

At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income

No other income items have been entered.

[Address history](#)

[Committed expenditure](#)

Step three

Select “Sole Trader” as the “Employment Status”.

Current income for John Smith

£ Current income

Current employment status: Self employed Sole Trader

Total net monthly income from all sources: £ 1

Please enter a breakdown of the applicant's income.

+ Add income

Income type: Employment income

Employment status: Sole Trader (Self Employed)

Please select...
Employed
Partner (Self Employed)
Sole Trader (Self Employed)
Director/Shareholder <=33% share
Director/Shareholder >33% share

Current income list

Employment Income

At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income

No other income items have been entered.

[Committed expenditure](#)

Step four

Click “Add”.

Current income for John Smith

£ Current income

Current employment status: Self employed Sole Trader

Total net monthly income from all sources: £ 1

Please enter a breakdown of the applicant's income.

+ Add income

Income type: Employment income

Employment status: Sole Trader (Self Employed)

Add

Current income list

Employment Income

At least one source of main employment must be entered before a decision in principle can be obtained.

Other Income

No other income items have been entered.

[Address history](#)

[Committed expenditure](#)

Step five

Enter the profit from land and property for the last 2 years in the net profit fields and complete any other mandatory information.

Current income for John Smith

+ Add employment income - self employed sole trader

Occupation Please select... ▾	Net profit for last full trading year £ <input type="text"/>
Employer name <input type="text"/>	Net profit for last but one full trading year £ <input type="text"/>
Start date Please enter the date on which you started trading. Month ▾ Year ▾	Tax assessment method Please select... ▾
Main employment? <input type="radio"/> Yes <input type="radio"/> No	

[Cancel](#) [Save](#)

Labour only sub-contractor

Step one

In the Current income section, select “**Self employed Partner**” or “**Self employed Sole Trader**” as the “Current employment status”.

Current income for John Smith

£ Current income

Current employment status	Total net monthly income from all
Please select...	
Employed	
Self employed Partner	
Self employed Sole Trader	
Director or Shareholder less than or equal 33 percent share	
Director or Shareholder greater than 33 percent share	
Retired	
Homemaker	
Student	
Not employed	

Step two

After entering the net monthly income, select “**Employment income**” as the “Income type”.

+ Add income

Please select...
Employment income
Other income

Step three

Then select either “Partner (Self Employed)” or “Sole Trader (Self Employed)” as the “Employment status”.

The screenshot shows a dropdown menu titled "Employment status". The menu is open, showing a list of options: "Please select...", "Employed", "Partner (Self Employed)", "Sole Trader (Self Employed)", "Director/Shareholder <=33% share", and "Director/Shareholder >33% share". The "Partner (Self Employed)" and "Sole Trader (Self Employed)" options are highlighted with a green border.

Step four

Click “Add”.



Step five

Enter Net profit (or share of net profit) for the last two years and complete any other mandatory information.

N.B If the applicant only has one year’s income, key the same income in for the last two years.

The screenshot shows a form titled "+ Add employment income - self employed partner". The form has several sections:

- Occupation:** A dropdown menu with "Please select..." and a downward arrow.
- Employer name:** A text input field.
- Start date:** A section with the instruction "Please enter the date on which you started trading." and two dropdown menus for "Month" and "Year".
- Net profit for last full trading year:** A text input field with "£ 0".
- Net profit for last but one full trading year:** A text input field with "£ 0".
- Information:** A box with an information icon and the text "Your share of the net profits of the partnership should be entered."
- Tax assessment method:** A dropdown menu with "Please select..." and a downward arrow.
- Main employment?:** Radio buttons for "Yes" and "No".



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