

# Key Information Document

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, including details about pay, holiday entitlement and other benefits.

## GENERAL INFORMATION

**Your name:** SAMPLE

**Name of employment business:** SAMPLE

**Name of intermediary or umbrella Company:** OMBRELLA

**Your employer:** OMBRELLA

**Type of contract you will be engaged under:** Employment

**Who will be responsible for paying you:** OMBRELLA

**How often the umbrella company will pay you:** Weekly

## INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments. The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us. Your payslip may show you as an employee of the umbrella company listed below:

Name of intermediary or umbrella company:

**OMBRELLA**

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:

**None**

Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:

**£100**

Deductions from intermediary or umbrella income required by law:

1. **Employer national Insurance**
2. **Apprenticeship Levy**
3. **Employers Pension (Where applicable)**
4. **Holiday Pay Provisions @12.07% of basic pay**

Any other deductions from umbrella income (to include amounts or how they are calculated):

**Fixed £20**

Expected or Minimum rate of pay to you:

**No less than National Minimum Wage**

Deductions from your wage required by law:

1. **Income Tax**
2. **Employees National Insurance**
3. **Student Loans**
4. **Employees Pensions (where applicable)**

Any other deductions or costs taken from your wage (to include amounts or how they are calculated):

**None**

Any fees for goods or services:

**DBS checks or any other agency deductions should be listed here**

Holiday entitlement and Pay:

**12.07% of Basic Pay**

Additional benefits:

**None**

## **EXAMPLE PAY**

Example gross rate of pay to intermediary or umbrella company from us:

**£4500**

Deductions from intermediary or umbrella income required by law: Employer costs

**(NIERS and APP LEVY) £2349.8**

**Employers Pension £0**

**Holiday Provision £0**

Any other deductions or costs taken from intermediary or umbrella income:

**Fee £20**

Example rate of pay to you:

**Basic + Holiday Pay £3891.25**

Deductions from your pay required by law:

**Tax £1376.72**

**Employees NI £116.48**

**Employees Pension £0**

Any other deductions of costs taken from your pay:

**£0.00**

Any fees for goods or services:

**£0.00**

Example net take home pay:

**£2398.05**

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.