

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.

For further information please contact **[insert agency name and contact details]**.

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 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	[insert worker name]
Name of employment business:	[insert agency name]
Name of intermediary or umbrella company:	[insert intermediary name]
Your employer:	[insert employer name] To be confirmed (at the point of outsource)
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Your employer
How often the umbrella company and you will be paid:	Weekly/Fortnightly/Monthly* (D) (*delete as appropriate)

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 intermediary or umbrella company as part of their income. Your Employer 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.

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:	Agency to supply with new starter details – rate of pay.
Any other deductions from umbrella income (to include amounts or how they are calculated)	None

Expected or minimum rate of pay to you:	[insert rate of pay]
Deductions from your wage required by law:	Tax, National Insurance and Employee Pension Contributions (which will be deferred for the first 12 weeks then automatically enrolled unless advised of opt out).
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None known at present
Any fees for goods or services:	None
Holiday entitlement and pay:	5.6 weeks pro rata (or as otherwise agreed) Paid at an average rate to represent a standard week's pay
Additional benefits:	None

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£9.50 x 36 hours = £342.00	
Deductions from intermediary or umbrella income required by law:	ER NI £25.13 ER Pension Contribution (if applicable) £6.66	
Any other deductions or costs taken from intermediary or umbrella income:	None	
Example rate of pay to you:		£9.50 x 36 = £342.00
Deductions from your pay required by law:		Tax £20.00 EE NI £20.14 EE Pension (if applicable) £8.88
Any other deductions or costs taken from your pay:		None known at present
Any fees for goods or services:		None
Example net take home pay:		£342-£20-£20.14-£8.88 = £292.98