

KEY INFORMATION DOCUMENT

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

Further information can be found at <https://i4services.uk/ref/Key-Information-Document>

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:	Mr. A Bc
Name of employment business:	Example Agency
Name of umbrella company:	i4 Pay Partners Limited
Your employer:	i4 Pay Partners Limited
Type of contract you will be engaged under:	Overarching contract of employment
Who will be responsible for paying you:	i4 Pay Partners Limited
How often the umbrella company and you will be paid:	Weekly in arrears of work done

UMBRELLA COMPANY PAY INFORMATION

You are being paid through an 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 will show you as an employee of the umbrella company listed below.

Name of umbrella company:	i4 Pay Partners Limited
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	No
Minimum gross rate of pay transferred to the umbrella company from us:	£15.09 per hour
Deductions from umbrella income required by law:	Employers NIC; Employers pension contribution; Apprenticeship levy

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin: 10.00% on billings Min fee 5.00 Max fee 28.00 per week worked
Minimum rate of pay to you:	£11.44 per hour (£12.82 per hour incl holiday pay)
Deductions from your wage required by law:	PAYE; Employees NIC; Employee pension contribution; [Student loan/DWP deductions if applicable]
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	No
Any fees for goods or services:	No
Holiday entitlement and pay:	28 days per annum calculated at 12.07% of gross pay
Additional benefits:	No

EXAMPLE WEEKLY PAY

	Umbrella fees	Worker fees
Example gross rate of pay to umbrella company from us:	£1,131.75	
Deductions from umbrella income required by law:	£108.97 NIC £25.34 Pension £4.82 App levy	
Any other deductions or costs taken from umbrella income:	£28.00 umbrella margin	
Example rate of pay to you:		Gross pay £964.62 made up of Basic pay £429.00, Hol pay £103.88, Bonus pay £431.74
Deductions from your pay required by law:		£144.40 PAYE £57.81 NIC £33.78 Pension
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or services:		£0.00
Example net take home pay:		£728.63

NOTES ABOUT THIS EXAMPLE PAY SLIP:

The gross rate of pay is an assumed figure – your actual rate of pay will vary depending on the actual billing rate and hours worked. Pension contributions have been deducted – you may decide to opt-out of workplace pensions in which case these will not be deducted from your pay.

The Tax Code used for this example provides the current tax-free allowance – your Tax Code may change from time to time in which case the PAYE deduction may vary considerably.