**Key Information Document**

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

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 | {CandidateName} |
| Name of Employment Business | IDPP Consulting Ltd |
| Name of intermediary or umbrella company | {UmbrellaName} |
| Type of contract you will be engaged under | Contract for Services |
| Who will be responsible for paying you | {UmbrellaName} |
| How often the umbrella company and you will be paid | Monthly |

**INTERMEDIARY OR INTUMBRELLA COMPANY PAY INFORMATION**

Candidates are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay for the work undertaken for the hirer. We will still be finding assignments for the candidate.

The money earned on candidate’s assignments will be transferred to the umbrella company as part of their income. The Umbrella Company will then pay the candidate. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Candidate payslips may show you as an employee of the umbrella company listed below.

|  |  |
| --- | --- |
| Name of Intermediary or Umbrella Company | {UmbrellaName} |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | The Umbrella Company and Employment Business are not connected. The Umbrella Company is wholly independent to IDPP Consulting Ltd. |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | {DailyRate} {PayFreq} |
| Deductions from intermediary or umbrella income required by law: | Apprenticeship Levy - As a large employer, the umbrella company is required to pay UK Apprenticeship Levy contributions.\*  Employers National Insurance - The amount umbrella pays HMRC as your employer for National Insurance.  Employers Pension Contribution - 3% Employer Contribution.\* |
| Any other deductions from umbrella income | Margin retained by the Umbrella, as per your agreement with them.\* |
| Expected or minimum rate of pay to candidate: | {MinWage} per hour |
| Deductions from your wage required by law: | • PAYE tax • Employee’s NI Insurance Contributions |
| Any other deductions or costs taken from your wage: | Employee Pension – 5% Employee Contribution\* |
| Any fees for goods or services: | N/A |
| Holiday entitlement and pay: | This will only show as a deduction on request of the contractor. If not, all holiday pay is paid out to you within your weekly/monthly payment. |
| Additional benefits: | No additional benefits are included beyond those outlined in this document. |
| Conduct Regulations Opt-out agreements under Regulation 32 | The Employee may at any time inform the Employer in writing that they wish to opt in to the Conduct of Employment Agencies and Employment Business Regulations 2003. |

**EXAMPLE PAY**

|  |  |  |
| --- | --- | --- |
|  | Intermediary or umbrella fees | **Worker fees** |
| Example gross daily rate of pay to intermediary or umbrella company from us: | {DailyRate} x {WorkDays} days worked = {MonthlyRate} |  |
| Deductions from intermediary or umbrella income required by law: | Employer’s NI: {EmployerNIC} Apprenticeship Levy: {ApprenLevy} Employer Pension: {EmployerPension}\* |  |
| Any other deductions or costs taken from intermediary or umbrella income: | Umbrella Costs: £ {UmbrellaFee} |  |
| Example rate of pay to you: |  | {MonthlyRate} |
| Deductions from your pay required by law: |  | Employee Pension Contributions: {PensionCont}  Employee’s NI contribution: {NICDeduction}  Tax: {TaxDeduction}  Total Deductions: {TotalDeductions} |
| Any other deductions or costs taken from your pay: |  | N/A |
| Any fees for goods or services: |  | N/A |
| Example net take home pay: |  | {NetPay} |

\*Disclaimer: The deductions illustrated in this example are estimations and may differ based on individual tax status, pension arrangements, Umbrella Company and personal circumstances. This example is provided for illustrative purposes only and does not constitute a comprehensive breakdown of actual pay.