

Key Information Document

This Document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at <https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

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.

1. General Information

Your name:	[Candidate's Name]
Name of employment business:	IT Skillfinder Limited
Name of intermediary or umbrella company:	Paystream My Max 3 Ltd
Your employer:	Paystream My Max 3 Ltd
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you:	Paystream My Max 3 Ltd
How often the umbrella company and you will be paid:	Monthly (worker) Monthly (umbrella company)

2. 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:	Paystream
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:	£160 per day
Deductions from intermediary or umbrella income required by law:	Employer National Insurance Contributions Employer pension contributions Apprenticeship levy (if applicable)

Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella margin £92.00 per month
Expected or minimum rate of pay to you:	<ul style="list-style-type: none"> £11.44 ph (National Living Wage: employees aged 21 years and older) OR £8.60 ph (National Minimum Wage: employees aged 18-20) Holiday Pay @ 12.07% Any bonus/commission
Deductions from your wage required by law:	PAYE tax Employee National Insurance contributions Employee pension contributions Student loan (if 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:	None
Holiday entitlement and pay:	Holiday accrual at 12.07% based on 5.6 weeks annual holiday entitlement (inclusive of bank holidays), deducted from umbrella gross rate of pay. This can vary, e.g. AWR entitlement
Additional benefits:	Access to collective facilities

3. EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	$£160 \times 5 = £3,466.67$	
Deductions from intermediary or umbrella income required by law:	Employer Pension £73.78 Employer NI £306.56 Apprenticeship Levy £14.90	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella margin £92.00	
Example rate of pay to you:		£2,979.43 /month
Deductions from your pay required by law:		£386.20 PAYE tax £154.51 Employee NI £98.38 Employee pension contribution
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£2,340.34 /month