

## 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.

Further information can be found at [\[for Employment Business to insert here\]](#)

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

<b>Your name:</b>	Worker Name (do not populate)
<b>Name of employment business:</b>	Agency Name (do not populate)
<b>Name of intermediary or umbrella company:</b>	<b>I4 Pay Partners Limited</b>
<b>Your employer:</b>	<b>I4 Pay Partners Limited</b>
<b>Type of contract you will be engaged under:</b>	<b>Contract of Employment</b>
<b>Who will be responsible for paying you:</b>	<b>I4 Pay Partners Limited</b>
<b>How often the umbrella company and you will be paid:</b>	<b>Weekly in arrears</b>

### 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.

<b>Name of intermediary or umbrella company:</b>	<b>I4 Pay Partners Limited</b>
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	<b>No</b>
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£15.05

Deductions from intermediary or 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 exVAT Max fee £28
Expected or minimum rate of pay to you:	£15.05
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 12.06897% of gross pay
Additional benefits:	No

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000 (5 x £200)	
Deductions from intermediary or umbrella income required by law:	£93.47 Employers NI £21.97 Employer Pension £4.26 Apprenticeship Levy	
Any other deductions or costs taken from intermediary or umbrella income:	£28 i4 fee	
Example rate of pay to you:		£852.30
Deductions from your pay required by law:		£48.82 Employees NI £122.07 Tax £29.29 Employee Pension
Any other deductions or costs taken from your pay:		£0
Any fees for goods or services:		£0
Example net take home pay:		£652.12