

Key Information Document – Umbrella Company

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits. You can find more information at www.solace.org.uk

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

Name of worker:	
Name of employment business:	Solace in Business Limited
Name of intermediary or umbrella company:	PayStream My Max Limited
Your employer:	PayStream My Max Limited
Type of contract you will be engaged under:	Contract of Service (Employment Contract)
Who will be responsible for paying you:	PayStream My Max Limited
How often the umbrella company and you will be paid:	Monthly

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary 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 or other intermediary listed below.

Name of umbrella company or other intermediary:	PayStream My Max Limited
Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£300 Per Day
Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:	Employer's NI Contributions Apprenticeship Levy
Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:	Umbrella Margin £92 Monthly
Expected or minimum rate of pay to you from the umbrella or other intermediary:	<ul style="list-style-type: none"> £10.42ph (National Living Wage: employees aged 23 years and older) OR £10.18ph (National Minimum Wage: employees aged 21-22) OR £7.49ph (National Minimum Wage: employees aged 18-20) Holiday Pay @ 12.07%

	<ul style="list-style-type: none"> Any bonus/commission
Deductions from your wage required by law:	Employee's National Insurance Contributions PAYE tax
Any other deductions or costs taken from your wage:	None in this example
Any fees for goods or services:	None in this example
Holiday entitlement and pay:	28 days per annum. For part-time workers, holiday will be pro-rated in accordance with entitlement.
Additional benefits:	<ul style="list-style-type: none"> PayStream Rewards Employer's Liability, Professional Indemnity and Public/Products Liability Insurance Tax relief on allowable expenses

Example pay

	Umbrella or other intermediary fees	Worker fees
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	£6,500.00	
Deductions that will be made to the gross amount paid to the umbrella or other intermediary required by law:	Employer's NI: £681.70 Apprenticeship Levy: £28.49	
Any other deductions that will be made to the gross amount paid to the umbrella or other intermediary's income:	Umbrella Margin: £92	
Example rate of pay to you from the umbrella or other intermediary:		£5,697.82
Deductions from your pay required by law:		Employee's NI: £407.10 PAYE: £1,231.26
Any other deductions or costs taken from your pay:		None in this example
Any fees for goods or services:		None in this example
Example net take home pay:		£4,059.46

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations.

This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.