

Key Information Document – Umbrella Company

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://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.

GENERAL INFORMATION

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| Name of employment business: | Sellick Partnership Limited |
| Candidate status: | You are engaged on an overarching employment contract with the umbrella company. |
| Name of umbrella company: | Sellick Partnership's preferred supplier list of umbrella's can be found here: https://www.sellickpartnership.co.uk/candidates/advice-for-contractors/umbrella-companies . |
| Who will be responsible for paying you: | The umbrella company |
| How often the umbrella company and you will be paid: | Weekly |

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

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| Name of umbrella company: | Sellick Partnership's preferred supplier list of umbrella's can be found here: https://www.sellickpartnership.co.uk/candidates/advice-for-contractors/umbrella-companies . |
| Any business connection between the umbrella company and the employment business: | No |
| Minimum total rate of pay transferred to the umbrella company from us: | £14.90 per hour (you do not receive this rate) |

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| Deductions made by umbrella income required by law: | Employers NI and Apprentice Levy. Employers NI is currently deducted at 13.8% after the initial nil rate band of earnings and apprentice levy is deducted at 0.5% of the total salary (taken off the full amount before Tax and NI). Pension deductions may also be taken dependent on the contractors' preferences at opt out stage. |
| Any other deductions from umbrella income: | Weekly umbrella fee: varies by umbrella at around £22.00. Please speak with the PSL umbrella company. |

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| Minimum rate of pay to you: | National minimum wage – gross pay. |
| Deductions from your wage required by law: | PAYE tax, Employees national insurance, Direct earnings orders |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | If applicable: Student loan, Employee pension contribution. |
| Any fees for goods or services: | No |
| Holiday entitlement and pay: | 28 days (inclusive of bank holidays) |
| Additional benefits: | Various benefits available – please speak with the PSL umbrella company. |

EXAMPLE PAY

| | Umbrella payment | Worker payment |
|--|---|-----------------------------------|
| Example gross rate of pay to intermediary or umbrella company from us: | £1,400 Total payment | |
| Deductions from intermediary or umbrella income required by law: | £165 Employers NI £6 Apprentice levy | |
| Any other deductions or costs taken from intermediary or umbrella income: | £25 Employers pension cont. £22 Umbrella fee | |
| Example rate of pay to you: | | £1,182 Gross pay |
| Deductions from your pay required by law: | | £231 PAYE tax £62 Employees NI |
| Any other deductions or costs taken from your pay: | | £33 Employees pension cont. |
| Any fees for goods or services: | | N/A |
| Example net take home pay: | | £856* |

*This pay calculation is an illustration only. Actual pay and take home will vary depending on various factors included personal circumstance.