

Important, please read

Schedule for Payments for Limited Company Service Providers

- For tax and legal reasons Senitor Associates must hold a copy of your Certificate of Incorporation, VAT Certificate (if applicable) and the completed Bank Details Form before we can make any payments to you. All worksheets must be fully completed and authorised online by an authorised signatory of the Client before payment is made.
- Standard turnaround on any worksheet and invoice is 7 to 12 working days depending on when the worksheet is authorised and correct invoices are received. Payments are processed on a Friday (see diagram 1 below). The cut off for worksheets and invoices is the Thursday following the week worked, a delay in payment will occur if they are not received until the following week (see diagram 2 below).
- Once set up is complete and you are in the 'payment system' as long as the worksheets and invoices are sent to Senitor immediately upon completion of the week worked you will receive payments into your designated Limited/Umbrella bank account on a weekly basis.
- All worksheets should be submitted within 5 days from the period in which they refer to. Should worksheets be submitted late and in multiples of three or more (without prior notification and authorisation) this may well cause a delay and your payment maybe split over 2 or more payment runs.
- A remittance advice will be available on your portal or your umbrella company's portal on the day following the payment run as confirmation that the funds have been sent via our Bacs system.

If you have any questions or queries regarding the payment schedule, please email amanda.hawthorne@senitor.com or phone the accounts team directly on 01625 540 433.

(Diagram 1)

| | | |
|--------|-------------------|---------------------------------------|
| Week 1 | Monday – Sunday | Week Worked |
| Week 2 | Monday – Thursday | Invoice & Authorised Worksheets Rec'd |
| Week 3 | Friday | Payment Run Processed |
| Week 4 | Tuesday | Funds Clear in account |

If work sheets and invoices are not received during Week 2 but in Week 3 the following schedule will apply:

(Diagram 2)

| | | |
|--------|-------------------|---------------------------------------|
| Week 1 | Monday – Sunday | Week Worked |
| Week 2 | Monday – Thursday | Nothing Received |
| Week 3 | Monday – Thursday | Invoice & Authorised Worksheets Rec'd |
| Week 4 | Friday | Payment Run Processed |
| Week 5 | Tuesday | Funds Clear in account |

The Schedule is correct at 01/07/2024 and maybe subject to change upon relevant notification being given.