

# 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.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0345 161 6000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

## General information

<b>Name of employment business:</b>	
<b>Name of intermediary or umbrella company:</b>	PayStream My Max Limited
<b>Candidate's employer:</b>	PayStream My Max Limited
<b>Type of contract candidate will be engaged under:</b>	Contract of Service (Employment Contract)
<b>Who will be responsible for paying the candidate:</b>	PayStream My Max Limited
<b>How often the candidate will be paid:</b>	Weekly:      Monthly:

## 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 My Max Limited

<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employer's NI Contributions</b> <b>Apprenticeship Levy</b> <b>Employer's Pension contribution</b> - Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly/ £520 if paid monthly) Minimum employer contribution is 8%.

Any other deductions from umbrella income (to include amounts or how they are calculated)	<ul style="list-style-type: none"> <li>• <b>Umbrella Margin</b> £23 (Weekly)</li> <li>• <b>Employer's Pension Saving:</b> Calculated as 15.5% of the Employer Contribution workplace pension</li> </ul>
Expected or minimum rate of pay to candidate:	<ul style="list-style-type: none"> <li>• £12.71 ph (National Living Wage: employees aged 21 years and older) OR £10.85 ph (National Minimum Wage: employees aged 18-20)</li> <li>• Holiday Pay @ 12.07%</li> <li>• Any bonus/commission</li> </ul>
Deductions from your wage required by law:	<ul style="list-style-type: none"> <li>• <b>Employee's National Insurance Contributions</b></li> <li>• <b>PAYE tax</b></li> <li>• <b>Student Loan</b></li> </ul>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	<b>None in this example</b>
Any fees for goods or services:	<b>None in this example</b> If you are interested in any additional optional services offered by PayStream such as Rewards+, or My Max Exec, then further information (including pricing) can be provided by PayStream on request.
Holiday entitlement and pay:	Holiday entitlement accrues on the last day of each pay period and equates to 12.07% of hours worked in the pay period (up to a maximum of 28 days per annum). Holiday pay is calculated at a rate of 12.07% of total gross pay for work done.
Additional benefits:	<ul style="list-style-type: none"> <li>• PayStream Rewards</li> <li>• Employer's Liability, Professional Indemnity and Public/Products Liability Insurance</li> <li>• Allowable expenses</li> </ul>

**Example pay (based on £23 margin, £1250 umbrella income, Plan 1 student loan and employer workplace pension)**

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1250 (5 days @ £250 pd)	
Deductions from intermediary or umbrella income required by law:	<b>Employer's NI:</b> £136.66 <b>Apprenticeship Levy:</b> £5.04 <b>Employer's Pension:</b> £67.76	
Any other deductions or costs taken from intermediary or umbrella income:	<b>Umbrella Margin:</b> £23 <b>Employer's Pension Saving:</b> £10.50	
Example rate of pay to you:		Gross: £1007.04
Deductions from your pay required by law:		<b>Employee's NI:</b> £58.80 <b>PAYE:</b> £161.00 <b>Student Loan:</b> £44.00
Any other deductions or costs taken from your pay:		<b>None in this example</b>
Any fees for goods or services:		<b>None in this example</b>
Example net take home pay:		£743.24