

# Key Information Document

This document sets out key information about candidate’s relationship with employment business and the intermediary or umbrella company used in the engagement, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. All candidates 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>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: <input type="radio"/> Monthly: <input type="radio"/>

## Intermediary or umbrella company pay information

Candidates are being paid through an intermediary or umbrella company: a third-party organisation that will calculate candidate’s tax and other deductions and then pay candidate for the work undertaken for the hirer. We will still be finding candidate’s assignments.

The money earned on candidate’s assignments will be transferred to the umbrella company as part of their income. They will then pay candidate their wage. All the deductions made which affect candidate’s wage are listed below.

Candidate payslip may show candidate 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) From April 2020, Minimum employer contribution = 3%



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> </ul>
Expected or minimum rate of pay to candidate:	<ul style="list-style-type: none"> <li>• £10.42 ph (National Living Wage: employees aged 23 years and older)</li> <li>OR £10.18 ph (National Minimum Wage: employees aged 21-22)</li> <li>OR £7.49 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:	<b>Employee's National Insurance Contributions</b> <b>PAYE tax</b> <b>Employee's Pension contribution</b> - Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly/ £520 if paid monthly) From April 2020, Minimum employee contribution = 5%
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+, Salary Sacrifice or My Max Exec, then further information (including pricing) can be provided by PayStream on request.
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"> <li>• PayStream Rewards</li> <li>• Employer's Liability, Professional Indemnity and Public/Products Liability Insurance</li> <li>• Tax relief on allowable expenses</li> </ul>

**Example pay (based on £23 margin, £1000 umbrella fees and workplace pension)**

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000 (5 days @ £200pd)	
Deductions from intermediary or umbrella income required by law:	<b>Employer's NI:</b> £94.05 <b>Apprenticeship Levy:</b> £4.28 <b>Employer's Pension:</b> £22.10	
Any other deductions or costs taken from intermediary or umbrella income:	<b>Umbrella Margin:</b> £23	
Example rate of pay to you:		Gross: £856.56
Deductions from your pay required by law:		<b>Employee's NI:</b> £73.75 <b>PAYE:</b> £122.80 <b>Employee's Pension:</b> £29.46
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:		£630.55

