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**Key Information Document** (Umbrella)

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 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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| Your name: |  |
| Name of employment business: | Medics Pro |
| Name of intermediary or umbrella company: | i4 Pay Partners Limited |
| Your employer: | i4 Pay Partners Limited |
| Type of contract you will be engaged under: | Overarching contract of employment |
| Who will be responsible for paying you: | i4 Rewards Limited |
| How often the umbrella company and you will be paid: | Weekly in arrears of work done |

**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. 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.

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| Name of intermediary or umbrella company: | i4 Rewards Limited |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | No |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | £16.11 per hour |
| Deductions from intermediary or umbrella income required by law: | Employers NIC, Employers pension contribution; Apprenticeship levy |
| Any other deductions from umbrella income (to include amounts or how they are calculated): | Umbrella margin : 10% on billings Min fee 5.00 Max fee 14.00 per week worked |

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| Expected or minimum rate of pay to you: | £12.21 per hour (£13.68 per hour incl holiday pay) |
| Deductions from your wage required by law: | PAYE; Employees NIC; Employee pension contribution; [Student loan/DWP deductions if applicable] |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | No |
| Any fees for goods or services: | No |
| Holiday entitlement and pay: | 28 days per annum calculated at 12.07% of gross pay |
| Additional benefits: | No |

**Example Pay**

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| --- | --- | --- |
|  | **Umbrella Fees** | **Worker Fees** |
| Example gross rate of pay to intermediary or umbrella company from us: | £750.00 |  |
| Deductions from intermediary or umbrella income required by law: | £81.04 NIC | £15.49 Pension | £3.18 App levy |  |
| Any other deductions or costs taken from intermediary or umbrella income: | £14.00 umbrella margin |  |
| Example rate of pay to you: |  | Gross pay £636.29 made up of Basic Pay £457.88, Hol Pay £68.52, Bonus pay £109.89 |
| Deductions from your pay required by law: |  | £73.71 PAYE | £31.54 NIC | £25.81 Pension |
| Any other deductions or costs taken from your pay: |  | £0.00 |
| Any fees for goods or service: |  | £0.00 |
| Example take home pay: |  | £505.23 |