

Key Information Document – Umbrella Company

This document sets out key information about your relationship with us and the umbrella company or other intermediary used in your engagement, including details about pay, holiday entitlement and other benefits.

General Information

Name of employment business:	Cherry Professional
Your employer:	The umbrella company.
Who will be responsible for paying you:	The umbrella company.
How often the umbrella company and you will be paid:	Both the umbrella company and the worker are paid weekly.

Umbrella company or other intermediary pay information

You are being employed by an umbrella company or other intermediary: 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 or other intermediary 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 or other intermediary listed below.

Any business connection between the umbrella company or other intermediary, the employment business and the person responsible for paying you:	None
The gross or minimum amount that we will transfer to the umbrella company or other intermediary:	Minimum Wage

Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	Employer's National Insurance Apprenticeship Levy Employers Pension Contribution
Other deductions that may be made to the gross amount paid to the umbrella or other intermediary's income:	Umbrella weekly margin (deducted by the Umbrella company)
Expected or minimum rate of pay to you from the umbrella or other intermediary:	At Least National Minimum/Living Wage
Deductions from your wage required by law:	PAYE Income Tax National Insurance
Any other deductions or costs taken from your wage:	Student Loans payment if applicable
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Minimum of 28 days
Additional benefits:	Details provided by the umbrella company

Example pay

	Umbrella or other intermediary fees	Worker fees
Example gross amount that we will transfer to the umbrella company or other intermediary:	£500/per day or £10,000 per month	
Deductions that we will make to the gross amount paid to the umbrella or other intermediary required by law:	ENICs = £1109.53 App Levy = £43.85 (Er Pension = £109.41)	
Other deductions that may be made to the gross amount paid to the umbrella or other intermediary's income:	Umbrella Company Margin (deducted by the Umbrella company) £75.00 per month (this number is used as an example number and will differ depending on the umbrella company)	

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Example rate of pay to you from the umbrella or other intermediary:		£8771.62 per month
Deductions from your pay required by law:		PAYE = £2466.60 NICs = £497.09 (Ee Pension = £182.35)
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£5807.93 per month

Conduct Regulations opt out

If you are supplied via an umbrella company or other intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by both the umbrella or other intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision.

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.