

## KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us (your recruitment agency) and the intermediary (your employer) 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

Name of candidate:	Example Candidate
Name of recruitment agency:	Veritas Education Recruitment
Name of intermediary:	MainPay Limited
Your employer:	MainPay Limited
Type of contract you will be engaged under:	Employment Contract (Contract of Service)
Who will be responsible for paying you:	MainPay Limited
How often your employer and you will be paid:	Weekly

### Intermediary Pay Information

You are being employed and paid through an 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 your employer 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 will show you as an employee of the intermediary listed below.

Name of intermediary:	MainPay Limited
Any business connection between the intermediary, the recruitment agency and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary company from us:	£400.00
Deductions from intermediary required by law:	Employers National Insurance Apprenticeship Levy
Any other deductions from intermediary:	4% umbrella margin capped at £7.50 per calendar week
Expected or minimum rate of pay to you:	Not less than National Minimum Wage

Deductions from your pay required by law:	Pay as You Earn Tax (PAYE) Employees National Insurance
Any other deductions or costs taken from your pay:	None
Any fees for goods or services:	None
Holiday entitlement and pay:	5.6 weeks pro rata. Paid at an average rate to represent a standard week's pay
Additional benefits:	Employee Benefit Scheme

### Example Pay

	<b>Intermediary Payment Items</b>
Example gross rate of pay to intermediary from us:	£400.00
Deductions from intermediary required by law:	£26.15 - Employers National Insurance £1.82 - Apprenticeship Levy
Any other deductions or costs taken from intermediary income:	£7.50 - Admin Margin
	<b>Worker Payment Items</b>
Example rate of pay to you (taxable income):	£364.53 - Gross Pay £49.28 - Holiday Pay (rolled up)
Deductions from your pay required by law:	£24.56 - Pay as You Earn Tax (PAYE) £12.25 - Employees National Insurance
Any other deductions or costs taken from your pay:	None
Any fees for goods or services:	None
Example net take home pay:	£327.71