

## Key Information Document (Umbrella)

This document sets out key information about your relationship with Pontoon Europe Limited, PayStream My Max 3 Limited and you, the Individual, including details about pay, holiday entitlement and other benefits.

Further information can be found in your contract with your umbrella company

[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-6pm.

You have chosen to be paid through an 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. 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 on a PAYE basis. All the deductions made which affect your wage are listed below. If you have any queries about these please contact PayStream My Max 3 Limited.

### GENERAL INFORMATION

Name of Employment Business	Pontoon Europe Limited
Name of umbrella company (the 'work-seeker')	PayStream My Max 3 Limited
Who will employ the worker ('You')	PayStream My Max 3 Limited
The type of contract you will be on	Contract of Service (Employment Contract)
Who will be responsible for paying You:	PayStream My Max 3 Limited
Any business connection between the employment business, the umbrella company, your employer and the, person responsible for paying You	None
The rate of pay (or minimum gross rate of pay) we expect to transfer to the umbrella company (a)	£1500 (5 x 300) Gross pay to the umbrella company will be an amount equivalent to the gross pay due to the worker plus the deductions required by law from umbrella income plus the umbrella margin.
The rate of pay (or minimum gross rate of pay) we expect the umbrella company to pay You:	£1287.02 Gross pay will consist of National Living Wage (NLW) or National Minimum Wage (NMW) at the prevailing rate, Bonus Pay and Holiday Pay where applicable
How often we will pay the umbrella company	Weekly
How often the umbrella company will pay You:	Weekly
Deductions from umbrella company income <u>required by law</u>	<ul style="list-style-type: none"> <li>• Employer's NI</li> <li>• Apprenticeship Levy</li> </ul>
Any other deductions from umbrella company income (to include amounts or how they are calculated)	<ul style="list-style-type: none"> <li>• Umbrella Margin (As agreed with your agency)</li> <li>• Employer Pension contribution Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly/ £520 if paid monthly for 20/21) From April 2020, Minimum employer contribution = 3%. PayStream operate a 12 week postponement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Salary Sacrifice (contractor dependant)</li> <li>• Accrued holiday pay and employer costs (contractor dependant)</li> </ul>
Deductions from your pay which will be made by the umbrella company required by law.	<ul style="list-style-type: none"> <li>• PAYE</li> <li>• Employee's National Insurance</li> <li>• Student Loan</li> <li>• Any DEO/AOE (contractor dependant)</li> </ul>
Any other deductions or costs taken from your wage (to include amounts/how they are calculated)	<ul style="list-style-type: none"> <li>• Employee Pension contribution 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 %. PayStream operate a 12 week postponement</li> <li>• Agency deductions</li> </ul>
Any fees for goods/services for which you must pay:	<ul style="list-style-type: none"> <li>• Rewards +: £2.49 pw (Contractor Dependent)</li> <li>• Personal Accident Cover: £2.49 pw (Contractor dependent)</li> </ul>
Any further explanation of the difference between the rate of remuneration/minimum rate of remuneration payable to /expected to be achieved for the limited company/umbrella and the net rate of remuneration payable to/expected to be achieved for the Individual (if not fully explained above)	
Any non-monetary benefits You are entitled to receive	<ul style="list-style-type: none"> <li>• Employer's Liability, Professional Indemnity and Public/Products Liability Insurance</li> <li>• Tax relief on allowable expenses</li> </ul>
Entitlement to any annual leave and holiday pay	Depending on your contract usually 28 days per year
Details of any opt-out agreement under Regulation 32	

## EXAMPLE PAY

	Intermediary or umbrella income/fees	Worker income
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£1,500.00 (weekly 5 x £300)	
<b>Deductions from intermediary or umbrella income required by law:</b>	<b>Employers NI:</b> £154.28 <b>Apprenticeship Levy:</b> 6.44	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>PayStream Margin:</b> £ 27 <b>Employer's Pension:</b> £25.26	
<b>Example rate of pay to you:</b>		<b>Gross:</b> £1287.02
<b>Deductions from your pay required by law:</b>		<b>Employee's NI:</b> £99.98 <b>PAYE:</b> £274.16 <b>Student Loan/PGL:</b> £0
<b>Any other deductions or costs taken from your pay:</b>		<b>Employee Pension:</b> £33.68
<b>Any fees for goods or services:</b>		<b>Personal Accident Cover:</b> £0 <b>Rewards+</b> £0

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Example net take home pay:		£ 879.20 weekly
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