



KEY INFORMATION DOCUMENT FOR AGENCY WORKERS PREPARED BY WE CONTRACT

This document sets out key information about your relationship with us (the intermediary) and the employment business used in your engagement, including details about pay, holiday entitlement and other benefits. Further information about your rights can be obtained from the Employment Agency Standards (EAS) inspectorate website at <https://www.gov.uk/government/organisations/employment-agency-standards-inspectorate>

WORKER INFORMATION

Name of worker	
Contract type	Employment Contract
Identity of the employment business	
Who will pay the worker	We Contract

INTERMEDIARY PAY INFORMATION

Rate of pay to We Contract (the intermediary or umbrella)	£200.00 Per Day
Statutory deductions from intermediary or umbrella company income	Employers NI Apprentice Levy Employers Pension Contributions Holiday Accrual
Non-statutory deductions from intermediary or umbrella company income	We Contract Margin

WORKER PAY INFORMATION

Expected or minimum rate of pay to the individual	At least National Minimum Wage
Statutory deductions from the workers pay	PAYE Income Tax Employees NI Student Loan Employee Pension Contributions
Non-statutory deductions from the workers pay	None
Any fees for goods and services	No
Any other difference between the umbrella company income and the worker net pay	No
Any other benefits	Worker Rewards
Leave entitlement	Statutory entitlement
Any opt out agreement under Regulation 32	Yes



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REPRESENTATIVE EXAMPLE STATEMENT

	UMBRELLA INCOME	WORKER INCOME
Example gross rate of pay to intermediary or umbrella company from Agency - based upon £20 per hour for 40 hours per week	£1,000.00	
Deductions from intermediary or umbrella income required by law: (Employers NI, Apprentice levy, etc.)	£186.64	
Any other deductions from intermediary or umbrella income: We Contract margin	£14.00	
Example rate of pay to you:		£799.36
Deductions from your pay required by law: (Tax, NI, etc)		£178.41
Any other deductions or costs from your wage: (Private healthcare, etc)		No
Any fees for goods or services and their frequency: (Training, DBS check etc)		No
Example net take home pay: (Following all estimated deductions, costs and margin)		£620.95

This document has been prepared by Sarah Haines, employee of We Contract, for in accordance with the guidance for employment businesses from the Department for Business, Energy & Industrial Strategy Providing a Key Information Document for agency workers. All calculations are based on the UK standard Income Tax and NI rates and allowances at the time of production.

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