



A COPY OF YOUR

KEY INFORMATION DOCUMENT



A company built on service, trust and compliance

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.

Further information can be found at

<https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-for-employment-businesses>

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 employment business:	Venn Group
Name of intermediary or umbrella company:	Exact Payroll Limited
Your employer:	Exact Payroll Limited
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Exact Payroll Limited
How often the umbrella company and you will be paid:	Weekly

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.

Name of intermediary or umbrella company:	Exact Payroll Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Not less than national minimum wage
Deductions from intermediary or umbrella income required by law:	Employers National Insurance – 13.8% above threshold Apprenticeship Levy - 0.5% Holiday Pay - 12.07% (can be altered to holiday pay in advance or retained) Employer's Pension Contributions - 3% above threshold (if eligible, can optout of scheme)
Any other deductions from umbrella income (to include amounts or how they are calculated)	£16.00 per week

Expected or minimum rate of pay to you:	Rate of pay will exceed national minimum wage
Deductions from your wage required by law:	Employee's National Insurance – 12% above threshold PAYE Tax (Dependant on tax code) Employee's Pension Deductions - 5% above threshold (if eligible employees can choose to increase percentage and can optout of scheme)
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	If relevant – student or postgraduate loan deductions If relevant – direct earnings attachment orders
Any fees for goods or services:	DBS Checks or any other agency deductions
Holiday entitlement and pay:	Accrued @ 12.07 % on a weekly basis
Additional benefits:	Benefits Included – Please see page 3 Exact Rewards – Please see page 2

EXAMPLE PAY

Holiday Pay Retained

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1,000.00	
Deductions from intermediary or umbrella income required by law:	NIERS and APP LEVY - £87.68 Employers Pension - £19.86 Holiday Provision - £94.39	
Any other deductions or costs taken from intermediary or umbrella income:	£16.00	
Example rate of pay to you:		Basic Pay - £782.07
Deductions from your pay required by law:		Tax - £101.40 Employees NI - £64.81 Employees Pension - £33.10
Any other deductions or costs taken from your pay:		£0.00
Any fees for goods or services:		£0.00
Example net take home pay:		£582.76

Setting the new standard

With more benefits included than other payroll providers, it's easy to see why clients choose us.

We now offer more than ever before at no extra cost. These services are all in addition to our great customer care, 24/7 online platform and more.

Cashback cards, shopping vouchers and fuel savings of up to 20p per litre.

Personal accident cover up to £500 per and inclusive training opportunities, just some of the extras as standard when you join us.

Exact Payroll - setting the new standard for payroll.



Get all these extras as standard

+ Exact Rewards

Discounts and deals for high street and online retailers. Choose from hundreds of stores including the leading supermarkets.

+ Access to fuel card rewards

Access savings of up to 20p per litre when you refuel at BP fuelling stations. Ideal for contractors and those who regularly travel.

+ Personal accident cover

Claim between £300 and £500 per week if you can't work due to a personal injury - providing security and peace of mind.

+ Online GP Advice

Have 24/7 online access to a GP via video call or telephone with access to online prescriptions.

+ Mortgage advice

Tailored mortgage advice and guidance for residential, commercial and buy to let property investments from our mortgage partner.

+ Pensions and investment advice

Access to pensions and investment specialists from our partner network. Obtain preferential rates and added extras.

+ Tax rebate services

We review your previous tax returns over the past few years, ensuring you paid the correct amount of tax and reclaiming any overpayments.

+ Training opportunities

Our plus programme offers access to our training partner, providing you with free training to move your career forward.

+ Pension contribution management

We manage your additional pension contribution payments on your behalf, saving you time and hassle.

Exact Lite

Our cheapest option, including only the essentials and without any of the added value benefits. Want to know more? Speak to us today.

