

**Key Information Document**

Effective date: 13 May 2022

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 [for Employment Business to insert here]

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**

<b>Your name:</b>	Sample KID
<b>Name of employment business:</b>	Venn Group
<b>Name of intermediary or umbrella company:</b>	DNS Umbrella Limited
<b>Your employer:</b>	DNS Umbrella Limited
<b>Type of contract you will be engaged under:</b>	Employment contract
<b>Who will be responsible for paying you:</b>	DNS Umbrella Limited
<b>How often the umbrella company and you will be paid:</b>	Week

**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.

<b>Name of intermediary or umbrella company:</b>	DNS Umbrella Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£200.00 per day
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's NIC Apprenticeship levy
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Provision for holiday pay 12.07% of gross pay  Umbrella margin £15.00
<b>Expected or minimum rate of pay to you:</b>	NLW plus DPSB (discretionary profit sharing bonus) - expected to amount in total to the sum stated below 'Example rate of pay to you'
<b>Deductions from your wage required by law:</b>	Tax Employee's NIC

Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	<input type="text"/>	
Any fees for goods or services:		
Holiday entitlement and pay:	5.6 weeks per year and <i>pro rata</i> Holiday pay based on your average earnings as required by law	
Additional benefits:	Holiday pay entitlement may be advanced each pay period. Any expenses which can properly be repaid from company income will reduce gross taxable pay, but will increase total sums received by a greater amount.	
<b>EXAMPLE PAY</b>		
	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
Example gross rate of pay to intermediary or umbrella company from us:	£1,000.00 per Week	
Deductions from intermediary or umbrella income required by law:	-£105.63 Employer's NIC -£4.37 Apprenticeship levy	
Any other deductions or costs taken from intermediary or umbrella income:	-£94.32 Provision for holiday pay -£15.00 Umbrella margin	
Example rate of pay to you:		£780.67 per Week £94.32 paid leave advance
Deductions from your pay required by law:		-£126.65 Income tax -£90.76 Employee's NIC
Any other deductions or costs taken from your pay:		
Any fees for goods or services:		
Example net take home pay:		<b>£657.58</b> per Week