

KEY INFORMATION DOCUMENT-AMAZE UMBRELLA

Key Information Document

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 [\[for Employment Business to insert here\]](#)

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

Your name:	
Name of employment business:	Venn Group Recruitment
Name of umbrella company:	Amaze Umbrella Ltd
Your employer:	Amaze Umbrella Ltd
Type of contract you will be engaged under:	Lawspeed contract of employment
Who will be responsible for paying you:	Amaze Umbrella Ltd
How often the umbrella company and you will be paid:	Amaze runs daily payroll Mon-Friday

INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You are being 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. 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. At the bottom you will find a representative example of weekly salary with all relevant deduction. 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 umbrella company:	Amaze Umbrella Ltd
Any business connection between the umbrella company, the employment business and the person responsible for paying you:	None
Minimum gross rate of pay transferred to the umbrella company from us:	As minimum Venn Group will transfer amount required by the umbrella in order to administrate payments in line with National Minimum Wage regulations
Deductions from umbrella income required by law:	Apprenticeship Levy- As a large employer we are required to pay the UK's Apprenticeship Levy. This is 0.5% of the total amount we charge the agency, minus our profit margin. Employers National Insurance (NIERS) The amount we pay HMRC as your employer for National Insurance. 3% Employer's pension contribution if you stay opted into the pension scheme however auto enrolment is postponed for the first 3 months
Any other deductions from umbrella income (to include amounts or how they are calculated)	Margin £22 per week

Minimum rate of pay to you:	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: £390.75 for 37.5hrs per week, assuming you are 23 years old and over)
Deductions from your wage required by law:	Employees National Insurance Contribution Income Tax

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	5% Employees' pension contribution if you stays opted in pension scheme, however auto enrolment is postponed for the first 3 months If relevant – student or postgraduate loan deductions If relevant – earnings attachment orders
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Statutory Holiday pay is 20 days and 8 bank holidays. This is paid at 12.07 % on a rolled up basis by default and does not need to be requested by you. If you wish for it to be accrued, it can be arranged
Additional benefits:	Perkbox Premium Benefits
Any Opt -out agreements under Regulation 32	None-This is a decision for you to make which both Amaze and Venn Group will fully support

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to umbrella company from us:	£1000 (£200 per day for 5 days a week/Holiday Rolled Up)	
Deductions from umbrella income required by law:	Employers NI- £96.84 App Levy - £4.38	
Any other deductions or costs taken from umbrella income:	Margin - £22	
Example rate of pay to you:		£867.77
Deductions from your pay required by law:		Employee NI - £76.20 PAYE tax- £127.01
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£673.56

*In this example, pension contributions have not been included as auto enrolment is postponed for the first 3 months. Once 3 months have passed and if you are eligible and opted in, pension contributions will be deducted from both umbrella income and your rate of pay on top of the presented deductions.