

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.

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:	[enter workers name]
Name of employment business:	[enter agency name]
Name of intermediary or umbrella company:	ICS Umbrella Ltd
Your employer:	ICS Umbrella Ltd
Type of contract you will be engaged under:	Employment Contract
Who will be responsible for paying you:	ICS Umbrella Ltd
How often the umbrella company and you will be paid:	Weekly/Monthly

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. The Agency 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:	ICS Umbrella Ltd
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:	
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy: As we a large Employer we are required to pay the UK's Apprenticeship Levy. Employers National Insurance: what we pay to HMRC, as your employer for National Insurance.
Any other deductions from umbrella income (to include amounts or how they are calculated)	Margin (agreed with your agency £20) Employers Pension Contribution: 3% minimum employer contribution Salary Sacrifice (if chosen) Accrued Holiday Pay (if chosen)
Expected or minimum rate of pay to you:	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.
Deductions from your wage required by law:	PAYE Employee's National Insurance Student Loan (if applicable) Any DEO/AOE (if applicable)

Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	Employee Pension Contribution: 5% minimum employee contribution
Any fees for goods or services:	N/A
Holiday entitlement and pay:	Calculated based on 20 days plus 8 Bank Holidays. Set at 12.07%
Additional benefits:	<p>Comprehensive insurances: Employer Liability up to £10,000,000 Professional Indemnity up to £5,000,000 Public Liability up to £5,000,000</p> <p>All ICS Umbrella employees gain access to our online benefits portal. Through the portal you can manage your pay and pension, find huge discounts on your shopping, access an online GP with email prescription service, confidential helplines, gym discounts and much more! All of these benefits are included within the retained margin.</p>

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1000	
Deductions from intermediary or umbrella income required by law:	Employers NI: £97.69 Apprenticeship Levy: £4.39	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin: £20 Employers Pension: £0	
Example rate of pay to you:		Gross: £877.91
Deductions from your pay required by law:		PAYE Tax: £127.20 Employee's NI: £83.27 Student Loan: £0
Any other deductions or costs taken from your pay:		Employee Pension £0 (auto enrolled after 10 th week of being employed)
Any fees for goods or services:		£0
Example net take home pay:		£667.44

About ICS Umbrella Ltd	
Contact Number	0800 195 3750
Opening Hours	Mon-Wed 8:30-17:30 Thurs-Fri 8:00-18:00
Useful email addresses	newbusiness@icsuk.com
Head Office Address	2 Mannin Way Lancaster Business Park Caton Road Lancaster LA1 3SU

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