Key Information Document

This document sets out key information about candidate's relationship with the employment business and the intermediary or umbrella company used in the engagement, including details about pay, holiday entitlement and other benefits.

The Fair Work Agency is the government authority responsible for the enforcement of certain agency worker rights. All candidates can raise a concern with them directly on 0345 161 6000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General information

Name of employment business:	Cobalt Recruitment
Name of individual the KID applies to:	EXAMPLE KID
Name of intermediary or umbrella company:	PayStream My Max Limited
Candidate's employer:	PayStream My Max Limited
Type of contract candidate will be engaged under:	Contract of Service (Employment Contract)
Who will be responsible for paying the candidate:	PayStream My Max Limited
How often the candidate will be paid:	Weekly

Intermediary or Umbrella Company pay information

Candidates are being paid through an intermediary or umbrella company: a third-party organisation that will calculate candidate's tax and other deductions and then pay the candidate for the work undertaken for the hirer. We will still be finding the candidate's assignments.

The money earned on candidate's assignments will be transferred to the umbrella company as part of their income. They will then pay the candidate their wage. All the deductions made which affect candidate wages are listed below.

A candidate's payslip may show the candidate as an employee of the umbrella company listed below.

Name of intermediary or Umbrella Company: PayStream My Max Limited

Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying the candidate:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£200 per day
Deductions from intermediary or umbrella income required by law:	**Employer's NI Contributions** **Apprenticeship Levy**

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Any other deductions from umbrella income (to include amounts or how they are calculated)	**Umbrella Margin** £26.50 (Weekly)
Expected or minimum rate of pay to candidate:	• £12.71ph (National Living Wage: employees aged 21 years and older) OR £10.85ph (National Minimum Wage: employees aged 18-20) • Holiday Pay @ 12.07% • Any bonus/commission
Deductions from your wage required by law:	• **Employee's National Insurance Contributions** • **PAYE tax**
Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	**None in this example**
Any fees for goods or services:	**None in this example** If you are interested in any additional optional services offered by PayStream such as Rewards+, or My Max Exec, then further information (including pricing) can be provided by PayStream on request.
Holiday entitlement and pay:	Holiday entitlement accrues on the last day of each pay period and equates to 12.07% of hours worked in the pay period (up to a maximum of 28 days per annum). Holiday pay is calculated at a rate of 12.07% of total gross pay for work done.
Additional benefits:	• PayStream Rewards • Employer's Liability, Professional Indemnity and Public/Products Liability Insurance • Allowable expenses

Example pay

	Intermediary or umbrella fees	**Worker fees**
Example gross rate of pay to intermediary or umbrella company from us:	£ 1,000.00 (5 days @ £200pd)	
Deductions from intermediary or umbrella income required by law:	**Employer's NI:** £ 113.90 **Apprenticeship Levy:** £ 4.28	
Any other deductions or costs taken from intermediary or umbrella income:	**Umbrella Margin:** £ 26.50	
Example rate of pay to you:		**Gross:** £ 855.32
Deductions from your pay required by law:		**Employee's NI:** £ 49.06 **PAYE:** £ 122.60
Any other deductions or costs taken from your pay:		**None in this example**
Any fees for goods or services:		**None in this example**
Example net take home pay:		£ 683.66

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