

## Key Information Document – Intermediary or Umbrella Company

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 [www.atlasprofessionals.com](http://www.atlasprofessionals.com)

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>	A Professional
<b>Name of employment business:</b>	Atlas Services Group Energy Ltd
<b>Name of intermediary or umbrella company:</b>	Honest Payroll Limited
<b>Your employer:</b>	Honest Payroll limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Honest Payroll Limited
<b>How often the umbrella company and you will be paid:</b>	Fortnightly

### 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. Atlas Professionals 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>	Honest Payroll Limited
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	None
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	£1400 (based on 7 days at £200)
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National Insurance - £167.48
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	£20 margin, includes the admin and processing of contracts, insurances, payroll and employment benefits

<b>Expected or minimum rate of pay to you:</b>	Taxable Pay- £1212.53
<b>Deductions from your wage required by law:</b>	PAYE- £243 (based on a 1257L X tax code) Employees National Insurance- £62.91
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated:</b>	N/A
<b>Any fees for goods or services:</b>	N/A
<b>Holiday entitlement and pay:</b>	Optional accrual, or rolled up (paid out) holiday pay entitlement
<b>Additional benefits:</b>	None

### EXAMPLE PAY

	<b>Intermediary or umbrella fees</b>	<b>Worker fees</b>
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£1,400	
<b>Deductions from intermediary or umbrella income required by law:</b>	£167.48	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	£20 Weekly Margin	
<b>Example rate of pay to you:</b>		£1212.53
<b>Deductions from your pay required by law:</b>		PAYE- £243 EEs NI- £62.91
<b>Any other deductions or costs taken from your pay:</b>		N/A
<b>Any fees for goods or services:</b>		N/A
<b>Example net take home pay:</b>		£906.62