

## 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>	NumberMill Limited
<b>Your employer:</b>	NM WPP Administration
<b>Type of contract you will be engaged under:</b>	Employment Contract (Umbrella).
<b>Who will be responsible for paying you:</b>	NumberMill Limited.
<b>How often the umbrella company and you will be paid:</b>	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. 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>	NumberMill Limited.
<b>Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:</b>	NumberMill is the Umbrella company and the employer of the candidate. There is no business connection between NumberMill or NM WPP Administration and the employment business.
<b>Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:</b>	
<b>Deductions from intermediary or umbrella income required by law:</b>	<ul style="list-style-type: none"> <li>• Apprenticeship Levy- As a large employer we are required to pay the UK's Apprenticeship Levy.</li> <li>• Employers National Insurance (NIERS)- The amount umbrella pays HMRC as your employer for National Insurance. Company</li> <li>• Employer's pension contribution – This calculated at 3% of the Gross pay after the initial £120 threshold.</li> </ul>

	<ul style="list-style-type: none"> <li>Holiday Pay- This is calculated at 5.6 Weeks per holiday year.</li> </ul>
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	NumberMill Margin 8% Capped at £75

<b>Expected or minimum rate of pay to you:</b>	Minimum Rate of Pay = The hours you've worked multiplied by National Minimum Wage. (For example: <b>£457.88</b> for 37.5hrs per week, assuming you are 21 years old and over)
<b>Deductions from your wage required by law:</b>	<ul style="list-style-type: none"> <li>Employees National Insurance Contribution</li> <li>Income Tax</li> <li>Employee's Pension Contributions (deferred for 12 weeks)- As above.</li> </ul>
<b>Any other deductions or costs taken from your wage (to include amounts or how they are calculated):</b>	<ul style="list-style-type: none"> <li>If relevant – student or postgraduate loan deductions</li> </ul> If relevant – earnings attachment orders
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	The statutory minimum annual leave entitlement of 5.6 weeks for full time workers, deducted from the umbrella Taxable Pay.
<b>Additional benefits:</b>	Insurances, same day payments

#### 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>	7 Days @ £200 = £1400.00	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers NIC - £117.65 Apprenticeship Levy - £6.01	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Management Margin - £75.00	
<b>Example rate of pay to you:</b>		Basic Pay - £683.76 Holiday Pay - £82.53 Additional Pay - £435.05
<b>Deductions from your pay required by law:</b>		Tax £30.62 Employees NIC £12.27
<b>Any other deductions or costs taken from your pay:</b>		None
<b>Any fees for goods or services:</b>		None
<b>Example net take home pay:</b>		£1158.46