

## **Key Information Document**

This document sets out key information about your relationship with Talascend Limited 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:	Joe Bloggs	
Name of employment business:	Talascend Limited	
Name of intermediary or umbrella company:	The name of your chosen Intermediary or Umbrella Company	
Your employer:	The name of your chosen Intermediary or Umbrella Company	
Type of contract you will be engaged under:	Contract for Services	
Who will be responsible for paying you:	Your chosen Intermediary or Umbrella Company	
How often the umbrella company and you will be paid:	Weekly, monthly or as agreed for the assignment	

## Intermediary or Umbrella Company pay Information

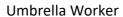
You will be employed and be paid by an Intermediary or Umbrella Company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to your chosen Intermediary or Umbrella Company and they will then pay you. All deductions made which affect your pay are listed below and if you have any queries about these please contact your chosen Intermediary or Umbrella Company.

Your payslip will show you as an employee of your chosen Intermediary or Umbrella Company.

Name of Intermediary or Umbrella Company:	The name of your chosen Intermediary or	
	Umbrella Company	
Any business connection between the Intermediary	If you choose to use MyPay+, this a trading	
or Umbrella Company, the employment business and	division of Talascend which is also part of the First	
the person responsible for paying you:	Recruitment Group of companies.	
Expected or minimum gross rate of pay transferred	No less than the national minimum wage	
to the intermediary or umbrella company from us:		
Deductions from Intermediary or Umbrella Company	Employers national insurance contributions	
income required by law:	Employers Auto-enrolment pension contributions	
Any other deductions from umbrella income (to	Apprenticeship Levy (calculated at 0.5% of the	
include amounts or how they are calculated)	umbrella income)	
	Umbrella Margin	

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Expected or minimum rate of pay to you:	No less than the national minimum wage	
Deductions from your wage required by law:	PAYE Income Tax	
	National Insurance	
	Student Loan (if applicable)	
	Auto-enrolment Pension Contributions	
Holiday entitlement and pay:	Minimum holiday entitlement is 28 days per	
	annum (inclusive of public holidays)	

## **Example Pay**

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella	£1,000.00 per week	
company from us:		
Deductions from intermediary	Employers NI £96.04	
or umbrella income required	Employers Pension £22.13	
by law:		
Any other deductions or costs	Apprenticeship Levy £4.32	
taken from intermediary or	Umbrella Margin £21.00	
umbrella income:		
Example rate of pay to you:		£856.51 per week
Deductions from your pay		Income Tax £124.99
required by law:		National insurance £81.83
		Pension Contribution £29.50
Example net take home pay:		£620.19 per week

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