

### 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

<b>Name of employment business:</b>	<b>Thorn Baker Limited</b>
<b>Name of intermediary or umbrella company:</b>	Crest Limited
<b>Your employer:</b>	Crest Limited
<b>Type of contract you will be engaged under:</b>	PAYE Employment Contract
<b>Who will be responsible for paying you:</b>	Crest Limited
<b>How often you will be paid:</b>	Weekly in arrears

### INTERMEDIARY OR UMBRELLA COMPANY PAY INFORMATION

You 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 you for the work undertaken for the hirer. Thorn Baker 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>	<b>Crest Limited</b>
<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>	40 hours x 14.75 per hour
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer’s National Insurance Apprenticeship Levy Employer’s Pension Contributions (if applicable) Holiday Pay included in Gross amount
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Company Margin
<b>Expected or minimum rate of pay:</b>	At least National Minimum Wage
<b>Deductions from your pay required by law:</b>	Employee’s National Insurance Income Tax Employee’s Pension Contributions (if applicable) Student Loan and Postgraduate Loans

	Attachment of Earnings Orders Child Maintenance Any other deductions required by law
<b>Any other deductions or costs taken from your pay (to include amounts or how they are calculated:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	Equivalent to 28 days paid holiday per year included in your pay quoted above Advanced weekly in addition to your basic pay
<b>Additional benefits:</b>	

**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>	40 hours @ 14.75 = 590	
<b>Deductions from intermediary or umbrella income required by law:</b>	Employer's National Insurance £46.63 Employers Pension £11.79 Apprenticeship Levy £2.57 Holiday Pay £55.23	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	Umbrella margin £18.50	
<b>Example rate of pay to you:</b>		£590 basic Pay £55.23 Holiday Pay
<b>Deductions from your pay required by law:</b>		Income Tax 54 Employee's National Insurance £21.67 Pension £11.79
<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>		£416.51