



**Key Information Document – Engaging with Agile Recruit via Umbrella Companies
(PayStream My Max Limited)**

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 in your contract of employment with your umbrella company.

[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

Name of employment business:	Agile Recruitment Ltd (trading as Agile Recruit)
Name of intermediary or umbrella company:	PayStream My Max Limited
Your employer:	PayStream My Max Limited
Type of contract you will be engaged under:	Contract of Service (Employment Contract)
Who will be responsible for paying you:	PayStream My Max Limited
How often the umbrella company and you will be paid:	Monthly (based on 30 day payment terms)

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. We 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.

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 you:	None
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£300.00 per day - Gross pay to the umbrella company will be an amount equivalent to the gross pay due to the worker plus the deductions required by law from umbrella income plus the umbrella margin
Deductions from intermediary or umbrella income required by law:	Employer's NI Contributions Apprenticeship Levy Employer's Pension Contribution - Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly / £520 if

	paid monthly for 20/21) From April 2020, Minimum employer contribution = 3%
Any other deductions from umbrella income (to include amounts or how they are calculated)	Umbrella Margin £92 Monthly
Expected or minimum rate of pay to you:	<ul style="list-style-type: none"> £11.44 ph (National Living Wage: employees aged 21 years and older) OR £8.60 ph (National Minimum Wage: employees aged 18-20) Holiday Pay @ 12.07% Any bonus/commission
Deductions from your wage required by law:	<ul style="list-style-type: none"> PAYE income tax; Employee's National Insurance; Employee pension contributions - Calculated on qualifying earnings (Qualifying earnings are gross earnings above £120 if paid weekly/£520 if paid monthly) From April 2020, minimum employee contribution = 5%.
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+, Salary Sacrifice or My Max Exec, then further information (including pricing) can be provided by PayStream on request.
Holiday entitlement and pay:	5.6 weeks (up to a maximum of 28 days) per annum For part- time workers, holidays will be pro-rated in accordance with entitlement - inclusive of bank holidays
Additional benefits:	<ul style="list-style-type: none"> PayStream Rewards Employer's Liability, Professional Indemnity and Public/Products Liability Insurance Tax relief on allowable expenses

EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£11483.33 (5 days @ £530 pd x 4.33 weeks per month)	
Deductions from intermediary or umbrella income required by law:	Employer's NI: £1270.07 Apprenticeship Levy: £49.81 Employer's Pension: £110.07	
Any other deductions or costs taken from intermediary or umbrella income:	Umbrella Margin: £92 / month	
example rate of pay to you incl holiday pay:		Gross: £9961.38
Deductions from your pay required by law:		Employee's NI: £366.73 PAYE: £2936.86 Employee's Pension: £146.76



Any other deductions or costs taken from your pay:		No
Any fees for goods or services:		No
Example net take home pay:		£6511.03