

## 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.

Further information can be found at [www.brooksonone.co.uk/services/umbrella-company/](http://www.brooksonone.co.uk/services/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 0207 215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Name of employment business:</b>	Reed Specialist Recruitment Limited
<b>Name of intermediary or umbrella company:</b>	Brookson Solutions Limited
<b>Your employer:</b>	Brookson Solutions Limited
<b>Type of contract you will be engaged under:</b>	Contract of Employment
<b>Who will be responsible for paying you:</b>	Brookson Solutions Limited
<b>How often the umbrella company and you will be paid:</b>	Weekly

### 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.

<b>Name of intermediary or umbrella company:</b>	Brookson Solutions 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>	To be confirmed for each role
<b>Deductions from intermediary or umbrella income required by law:</b>	Employers National Insurance Apprenticeship Levy Employer Pension Contribution
<b>Any other deductions from umbrella income (to include amounts or how they are calculated):</b>	Weekly margin of £20 will be retained – the amount of the margin will be discussed during your onboarding call
<b>Expected or minimum rate of pay to you:</b>	To be confirmed for each role. This will always be above the national minimum wage level.
<b>Deductions from your wage required by law:</b>	Employees National Insurance Contribution Income Tax Employee Pension Contribution

# Key Information Document



Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	For 2022/23, holiday pay is calculated at a statutory minimum of 29 days a year or 12.56% and is paid in every payment and advised on each pay statement.  Please see link to guidance regarding this:  <a href="#">Your Umbrella Payslip Explained - Brookson FAQ</a>
Additional benefits:	<a href="https://www.brooksonone.co.uk/services/umbrella-company/umbrella-overview/">https://www.brooksonone.co.uk/services/umbrella-company/umbrella-overview/</a>

## EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£1,000/week (excluding VAT)	
Deductions from intermediary or umbrella income required by law:	<b>Employers NI-</b> £101.88 <b>Employer Pension Contribution-</b> £21.96 <b>Apprenticeship Levy-</b> £4.26	
Any other deductions from umbrella income (to include amounts or how they are calculated):	Employer Margin = £20	
Expected or minimum rate of pay to you:		<b>Gross Taxable Pay-</b> £851.91 (incl. Holiday pay)
Deductions from your wage required by law:		<b>Income Tax-</b> £122.04 <b>Employees National Insurance-</b> £87.70 <b>Employee Pensions Contribution-</b> £29.28
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
Example net take home pay:		£612.89