

**Key Information Document – (Self Employed Contractors)**

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.workwellsolutions.com](http://www.workwellsolutions.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 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm

**GENERAL INFORMATION**

<b>Name of employment business:</b>	Fawkes & Reece
<b>Name of intermediary or umbrella company:</b>	<b>Workwell Solutions Limited</b>
<b>Your employer:</b>	<b>N/A – Self Employed</b>
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you:</b>	<b>Workwell Solutions Limited</b>
<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>	<b>Workwell Solutions 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>	No less than National minimum wage
<b>Deductions from intermediary or umbrella income required by law:</b>	None
<b>Any other deductions from umbrella income (to include amounts or how they are calculated)</b>	Workwell Margin – up to £20

<b>Expected or minimum rate of pay to you:</b>	No less than National minimum wage
<b>Deductions from your wage required by law:</b>	CIS tax at the relevant rate verified with HMRC. 20% assumed in example
<b>Any other deductions or costs taken from your wage (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>	Not Applicable
<b>Additional benefits:</b>	A free comprehensive insurance package which includes personal accident and commute to work. A range of perks and discounts from our selected partners.

#### EXAMPLE PAY

	Intermediary or umbrella fees	Worker fees
<b>Example gross rate of pay to intermediary or umbrella company from us:</b>	£16.25 per week (excluding VAT) based on a 37.5 hour week	
<b>Deductions from intermediary or umbrella income required by law:</b>	N/A	
<b>Any other deductions or costs taken from intermediary or umbrella income:</b>	<b>£20.00 Company Margin</b>	
<b>Example rate of pay to you:</b>		<b>Gross Income - £589.38</b>
<b>Deductions from your pay required by law:</b>		<b>CIS Deductions - £117.88</b>
<b>Any other deductions or costs taken from your pay:</b>		N/A
<b>Any fees for goods or services:</b>		N/A
<b>Example net take home pay:</b>		<b>£471.50</b>