

Key Information Document

Workers providing Services through our Preferred Supplier 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 here <https://www.paystream.co.uk/umbrella/>

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:	Butler, Bridge & May, a trading name of Staffing 360 Solutions Limited
Name of intermediary or umbrella company:	PayStream My Max Limited
Your employer:	PayStream My Max Limited
Type of contract you will be engaged under:	Employment contract
Who will be responsible for paying you:	PayStream My Max Limited
How often you will be paid:	Weekly

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. Butler, Bridge & May will still be finding you assignments. The money earned on your assignments will be transferred to the umbrella company as part of your income. They will then pay you your wage. All the deductions made which affect your wage are listed below.

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:	£1000 (£200pd x 5)

Deductions from intermediary or umbrella income required by law:	Employer's NI Contributions (for the 2022-23 tax year, includes 1.25% uplift for NHS, health and social care) Apprenticeship Lev
Any other deductions from umbrella income (to include amounts or how they are calculated)	£17 Margin
Expected or minimum rate of pay	<ul style="list-style-type: none"> £9.50ph (National Living Wage: employees aged 23 years and older) OR £9.18ph (National Minimum Wage: employees aged 21-22) OR £6.83ph (National Minimum Wage: employees aged 16-20) Holiday Pay @ 12.07% Any bonus/commission
Deductions from your pay required by law:	<ul style="list-style-type: none"> PAYE tax Employee's National Insurance Contributions (for the 2022-23 tax year, includes 1.25% uplift for NHS, health and social care)
Any other deductions or costs taken from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	28 days per annum. For part-time workers, holiday will be pro-rated in accordance with entitlement.
Additional benefits:	Employer's Liability, Professional Indemnity and Public/Products Liability Insurance Tax relief on allowable expenses

EXAMPLE PAY

	Intermediary or umbrella	Worker fees
Example gross rate of pay to intermediary or umbrella company from us:	£1,000	
Deductions from intermediary or umbrella income required by law:	Employer's NI: £105.12 Apprenticeship Levy: £4.37	
Any other deductions or costs taken from intermediary or umbrella income:	£17 Margin	
Example rate of pay to you:		£873.51
Deductions from your pay required by law:		Employee's NI: £90.56 PAYE: £126.20
Any other deductions or costs taken from your pay:		N/A
Any fees for goods or services:		N/A
Example net take home pay:		£656.75