



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, holiday entitlement and other benefits. Further information can be found at terms and conditions for Core Finance Management at www.corefinancemanagement.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 ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your Name:	<i>Worker Name</i>
Name of employment business:	<i>Agency Name</i>
Name of Intermediary or umbrella company:	Core Invoicing Solutions
Your employer:	You are self-employed
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	Core Invoicing Solutions
How often the umbrella company and 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 your tax and other deductions then pay you for the work undertake for the hirer. Your agency 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.

Core Finance Management Ltd, Chichester House Neptune Way,
Waterside Court, Medway City Estate, Rochester, England, ME2 4NZ

T: 0800 211 8121 F: 0845 4681005 E: info@corefinancemanagement.com

Name of intermediary or umbrella company:	Core Invoicing Solutions
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:	£136 per day (£17.00 x 8hrs)
Deductions from intermediary or umbrella income required by law:	None
Any other deductions from umbrella income (to include amounts or how they are calculated)	Company Margin (approx. £18)
Expected or minimum rate of pay to you:	Expected to amount in total to the sum stated below – see heading ‘Example Pay’
Deductions from your wage required by law:	CIS tax at 20%
Any other deductions or costs taken from your wage (to include amounts or how they are calculated)	None
Any fees for good or services:	None
Additional Benefits:	Core Rewards Benefits Portal

EXAMPLE PAY

	Intermediary or Umbrella Fees	Workers Fees
Example gross rate of pay to intermediary or umbrella company to us:	£136 per day x 5 = £680	
Deductions from intermediary or umbrella income required by law	None	
Any other deductions or cost taken from intermediary or umbrella income:	Company Margin £18	
Example rate of pay to you:		£662
Deductions from your pay required by law:		£132.40
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£529.60

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