

Key Information Document – ForeTwo Group:

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 futures.co.uk

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 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	
Name of employment business:	Permanent Futures Ltd
Name of intermediary or umbrella company:	ForeTwo Group Limited
Your employer:	ForeTwo Group Limited
Type of contract you will be engaged under:	Terms of Engagement Contract
Who will be responsible for paying you:	ForeTwo Group Limited
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 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:	ForeTwo Group Limited
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	N/A
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	Minimum billing rate charged by the intermediary
Deductions from intermediary or umbrella income required by law:	Employers' National Insurance, Apprenticeship Levy
Any other deductions from umbrella income (to include amounts or how they are calculated)	Employers Pension Contributions (if applicable). Weekly admin fee as stated by the umbrella company
Expected or minimum rate of pay to you:	National Living/Minimum Wage based upon age category
Deductions from your wage required by law:	Pay as You Earn Tax (PAYE), Employees National Insurance

Any other deductions or costs taken from your wage (to include amounts or how they are calculated:	Employee Pension Contributions, Student / Postgraduate Loan
Any fees for goods or services:	N/A
Holiday entitlement and pay:	12.07% over and above your basic rate of pay
Additional benefits:	Please check with your umbrella company for details on benefits

EXAMPLE PAY – Financial Year 2023/24

The figures below serve as an illustration only and are based on certain tax and payment assumptions e.g. being on a standard tax code and receiving the full weekly allowances.

When you receive your actual payment for services provided, your payment breakdown may include other applicable deductions like a student loan or pension contributions, which have been set to £0.00 in this example. The administration margin may differ depending on which umbrella company you sign up with.

If you would like any more information on the below, please don't hesitate to contact us at accounts@futures.co.uk.

INTERMEDIARY PAYMENT ITEMS

Example gross pay to intermediary per week:	£1,000.00	£1,500.00	£2,000.00	£2,500.00
Deductions from the intermediary required by law:				
Employers National Insurance	£97.69	£158.06	£218.42	£278.78
Apprenticeship Levy	£4.41	£6.60	£8.79	£10.98
Any other deductions from the intermediary:				
Employer Pension	£00.00	£00.00	£00.00	£00.00
Administration Margin	£15.00	£15.00	£15.00	£15.00

WORKER PAYMENT ITEMS

Example rate of pay to you (Taxable Income):	£882.90	£1,320.34	£1,757.79	£2,195.23
Deductions from your pay required by law:				
PAYE	£128.23	£286.44	£461.42	£690.83
Employee National Insurance	£76.91	£94.07	£102.82	£111.56
Any other deductions from your pay:				
Student Loan	£00.00	£00.00	£00.00	£00.00
Postgrad Loan	£00.00	£00.00	£00.00	£00.00
Employee Pension	£00.00	£00.00	£00.00	£00.00
Example net take-home pay:	£677.76	£939.83	£1,193.55	£1,392.84

Illustration is based on working 5 days a week on a standard tax code.