

KEY INFORMATION DOCUMENT – CIS INTERMEDIARY (Sapphire Accounting Ltd)

This document sets out the key information if you decide to engage with Vincent Gurney Ltd through Sapphire Accounting Ltd, which is one of our approved CIS intermediary companies. It includes details about the effect of deductions on their payments to you.

If you have any questions about the information within this Key Information Document, please contact us on 01256 591070 or by email at payroll@vincent-gurney.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 7215 5000 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of employment business:	Vincent Gurney Ltd
Name of Intermediary:	Sapphire Accounting Ltd
Your employer:	Sapphire Accounting Ltd
Contract type:	Contract for Services (Self-Employed)
Who will be responsible for paying you:	Sapphire Accounting Ltd
How often the Intermediary and you will be paid:	Weekly, on the Friday after the week to which your timesheet relates
Any business connection between the Intermediary and us:	None

PAY INFORMATION

If you choose to be paid through a CIS intermediary, this is 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 Intermediary as part of their income. They will then pay you. All the deductions which may affect payments to you are listed below.

Expected or minimum gross rate which we will pay to the Intermediary:	£20 per hour
Deductions from Intermediary income required by law:	None
Other deductions from Intermediary income and basis of calculation:	£22 per week administration charge
Expected or minimum rate of pay to you:	£20 per hour
Deductions from your pay required by law:	Deductions under the Construction Industry Scheme of 20% if verified or 30% if unverified
Other deductions or costs not required by law:	None
Any fees for goods or services:	None
Any other difference between Intermediary income and your pay:	None
Holiday entitlement and pay:	None
Additional benefits:	None
Conduct Regulations Opt Out:	Intermediary has Opted Out under Regulation 32. The Intermediary may offer you the option to Opt Out as you are self-employed.

REPRESENTATIVE STATEMENT

This is an example of how a gross weekly payment is affected by deductions. It is not specific to your own circumstances and assumes a standard 20% deduction under CIS where verified.

	Intermediary	Temporary Worker
Example gross rate of pay to Intermediary from us:	£800 weekly (based on £20 per hour @ 40 hours per week)	
Deductions from Intermediary income required by law:	None	
Any other deductions or costs from intermediary income:	£22 administration charge	

Example rate of pay to you:		£800 weekly (based on £20 per hour @ 40 hours per week)
Deductions from your pay required by law:		£622.40 CIS
Any other deductions or costs from your pay:		None
Any fees for goods or services:		None
Example take home pay:		£622.40 weekly