






Pay Partners

Umbrella Service

an **Umbrella Company** that offers a highly efficient service, £2,000,000 Professional Indemnity Insurance and same day payments all for only a **flat fee of £28 per week**.

i4 Group (UK) Limited
71-75 Shelton Street,
Covent Garden
London
WC2H 9JQ

 0845 331 1242
 0845 331 1252
 info@i4groupuk.com

Incorporated in England & Wales
Registered No 5767157
Registered address as above

23 February 2012

Dear Contractor

We are delighted to have received your On-line Application for the Umbrella Service provided by i4 Pay Partners Limited.

If you are a contractor, providing your services to a number of clients at a number of different workplaces, you can definitely benefit financially by using our Umbrella Service.

You will most likely be incurring a number of business expenses as a result of the nature of your work. You will probably have to travel to and from each temporary workplace, grab a bite to eat and something to drink, perhaps leave for work earlier than normal and get home late. You may have to be a member of some professional organisation and subscribe to various publications. These are just a few types of expenses that can be treated as tax allowable.

As an employee, you are taxed on your total gross pay, but with our Umbrella company your allowable expenses will first be deducted from your gross pay before your Tax and National Insurance contributions are calculated. The effect of this is to reduce your taxable income and by doing so increase your take-home pay.

You will get all the benefits of working through the Umbrella service for a fee of just **£28** per week worked.

Our key benefits:

- ✓ There is no joining fee, no termination fee and no minimum period of employment
- ✓ Same day payments to major UK banks
- ✓ Your taxable income is reduced by your legitimate business expenses
- ✓ The most competitive fee in the market place
- ✓ There is no fee for processing standard business related expenses.
- ✓ If you are a Non-UK National and qualify for enhanced business related expenses such as a direct flight from your home country to take up your position, associated accommodation and cost of living expenses then there will be a processing fee of 5% due to cover the additional administration costs.
- ✓ You retain all your statutory employment benefits
- ✓ We provide a £2,000,000 Professional Indemnity Insurance at no cost to you
- ✓ We liaise with your agency and provide them with all the necessary documentation required
- ✓ You have access to all your contract, invoicing, expenses and payroll information via our web-site portal
- ✓ Your pay slip is emailed to you the moment we process your payroll, and you are notified via SMS that it is on its way

Do you need more information?

Please visit our website at www.i4groupuk.com where you will find a comprehensive description of our Umbrella service together with answers to the most frequently asked questions. If you want more advice or have further queries, then please contact one of our sales team on 0845 33 11 242 or email them at sales@i4groupuk.com.

What you need to do now:

To ensure that your registration is completed as quickly and efficiently as possible, please follow these simple steps:

1. P45 / P46 INFORMATION

To ensure that your correct Tax Code is applied, you need to submit to us the P45 (parts 2 and 3) from your previous employer, or if you do not have this you must have completed the P46 questions under INCOME TAX DOCUMENTS on the Application Form. Failure to do so could mean that you will pay more tax than necessary.

2. RETURN YOUR FORMS TO US

Using the enclosed prepaid envelope, return the following documents to us:

- A Certified Copy of your right to work in the UK*
- Your P45 parts 2 and 3 (if you have one)

**These 2 documents MUST
be submitted before we can
complete your registration**

3. CONTRACT OF EMPLOYMENT

When you receive your Contract of Employment it will detail the terms and conditions of your employment with the company. Please ensure that your details have been inserted correctly, then sign and date both copies where indicated. You will return one copy to us and retain the other for your own records.

What happens next?

On receipt of these documents, we will register you as an employee of our Umbrella Company and send you a Welcome on Board pack. This pack contains your Contract of Employment as mentioned above plus other important information about your employment including a form to instruct us as to your preferred option for funding of the pay between assignment, together with a detailed Guide to Expenses and some expense claim forms.

We will advise your agency that you have joined up with us and that we are ready to commence with your first payroll.

We look forward to receiving your documents and congratulate you on your choice of service.

Yours sincerely

The New Business Team

Cut around the dotted line and paste onto a normal envelope.

BUSINESS REPLY SERVICE
Licence No. DO52



i4 PAY PARTNERS LIMITED
25 WEST QUAY
RAMSEY
ISLE OF MAN
IM86 3DW

APPLICATION FORM

pay partners payroll service



i4 Pay Partners Limited
 71-75 Shelton Street, London, WC2H 9JQ
 ☎ 0845 3311 242 or +44 (0)207 520 5438
 📠 0845 3311 252 or +44 (0)207 520 5437
 ✉ info@i4partners.co.uk

PERSONAL DETAILS

Fields marked ↻ are mandatory

↻ Title:		↻ Forename:	
↻ Address:		↻ Surname:	
		↻ Home phone:	
		Work phone:	
↻ Post code:		↻ Mobile phone:	
↻ Occupation:		↻ Date of birth:	
↻ Nationality:		↻ NI Number: *	
↻ eMail address:		↻ Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

* If you do not yet have an NI Number, you will need to apply for one. For more information on how to do this, please visit our website or call us.

COMMUNICATIONS

If you wish to receive your pay slip by post rather than by email, please tick this box

BANK DETAILS

Name of bank and branch:																			
Name of account holder:																			
Branch sort code:	<table border="1"> <tr> <td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td> </tr> </table>			-			-												
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Bank account number:																			
Building society reference:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> (If applicable)																		

RECRUITMENT AGENCY OR CLIENT DETAILS

Agency name:		Phone number:	
Address:		Fax number:	
		Consultant name:	
		eMail address:	
Post code:			

ASSIGNMENT PARTICULARS

End client:		↻ Start date:	
Assignment address:		↻ End date:	
		↻ Have you worked for this end client at this site in a similar role within the last six weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No

■ BILLING DETAILS

Rate: £ Per hour / day: Pay frequency: Weekly Monthly

■ RIGHT TO WORK IN THE UK

N.B. Please select from LIST A OR LIST B only.

Prior to processing your first salary payment, **CERTIFIED** copies or **ORIGINALS** of the applicable documents are required.

LIST A	<input type="checkbox"/> A passport or National Identity Card showing that you are a British citizen, a EU or Swiss national <input type="checkbox"/> A UK residence permit issued to a EU or Swiss national <input type="checkbox"/> A Home Office document stating you have right of residence in the UK as the family member or EU/Swiss national <input type="checkbox"/> A passport endorsed to show you can stay indefinitely in the UK <input type="checkbox"/> A passport / travel document endorsed to show you can stay in the UK and can do the type of work you have applied to do <input type="checkbox"/> An Application Registration Card issued by the Home Office to an asylum seeker stating you are permitted to take employment
LIST B	<p>A P45, P60 or National Insurance Card giving your permanent National Insurance Number and Name, PLUS any of the following:</p> <input type="checkbox"/> A full UK birth certificate issued in the UK or a birth certificate issued in the Channel Islands, Isle of Man or Ireland <input type="checkbox"/> A certificate of registration stating you are a British citizen <input type="checkbox"/> A letter or an Immigration Status Document from the Home Office indicating you can stay indefinitely in the UK <input type="checkbox"/> A letter from the Home Office stating you can stay in the UK and can do the type of work you have applied to do

Regrettably we cannot accept applications from individuals not permitted to work in the UK or on work permits.

■ INCOME TAX DOCUMENTS

These are required in order to ensure that you pay the correct amount of tax.

I enclose my P45 from my previous employer (parts 2 and 3 only)

OR

My P46 information is as follows: **(Please tick either A, B or C and if a Student Loan applies then tick D)**

OR	A	<input type="checkbox"/>	This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.
OR	B	<input type="checkbox"/>	This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.
OR	C	<input type="checkbox"/>	I have another job or receive a state or occupational pension.
	D	<input type="checkbox"/>	If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not yet fully repaid your student loan, tick box D. <i>(If you are required to repay your Student Loan through your Bank or Building Society account do not tick box D).</i>

■ NON-UK NATIONALS

N.B. This section is only to be completed if you are a Non-UK National

When did you arrive in the UK?	<input type="text"/>	
Have you been in the UK prior to this?	Yes No	If Yes then please provide the most recent entry and exit dates
		Entry date: <input type="text"/> Exit date: <input type="text"/>
Did you undertake paid employment at any time during this period?	Yes No	

■ DECLARATION

I confirm that the information supplied is to the best of my knowledge correct and that I am entitled to work in the UK. I enclose the required proof of entitlement to work in the UK as requested above and I agree to the fees as outlined in the accompanying information. I hereby consent to information relating to me being passed to i4 Group companies in order that it may properly carry out its duties, rights and obligations as my employer. I understand that such processing will principally be for personnel, administrative and payroll purposes.

Signature: Date: