

WHAT IS AN UMBRELLA COMPANY?

An umbrella company employs temporary workers, working on temporary contract assignments. Although employed by the umbrella, the temporary worker has the freedom to choose the assignments they would like to do. This means they have all the freedoms that come with contract working but with the support and security of being employed by an umbrella company.

As an employer, the umbrella company is responsible for the administration of payroll and statutory requirements of being an employer. As an employee, the temporary worker has access to statutory benefits including Statutory Sick Pay and Maternity/Paternity Pay.

Who is it best for?

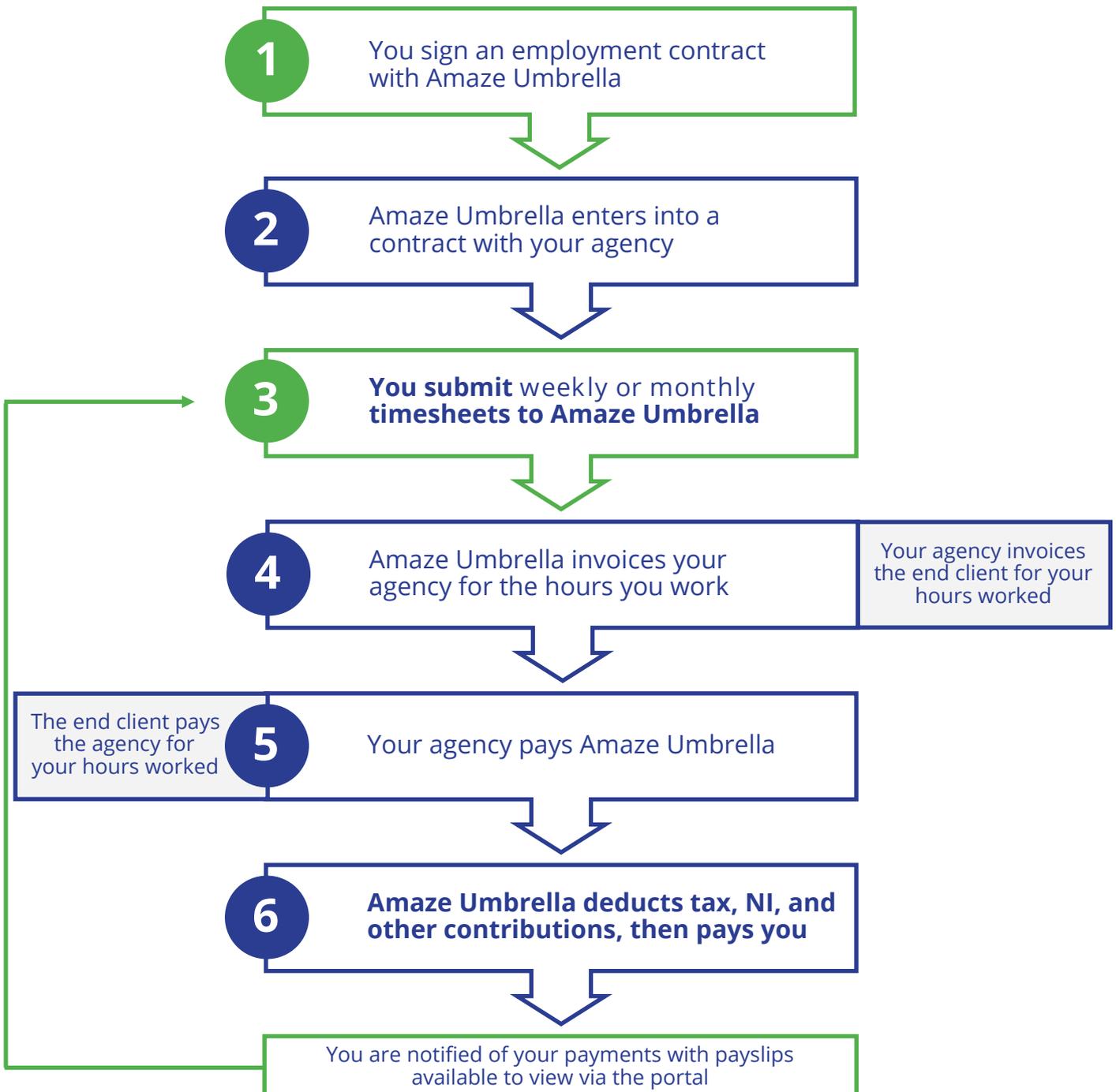
An umbrella company is a practical solution, and is the best option if:

- You are looking for a simple solution to getting started in contracting,
- You plan on providing your services for a short period of time,
- You are not in a position to start your own business,
- You are a standard rate tax payer,
- You work in the public sector, or if
- Your contract is caught inside IR35



HOW DOES IT WORK?

We have simplified the umbrella process in the diagram below. Your actions are outlined in **green**, the umbrella company and agency's are outlined in **navy blue**.



HOW IT WORKS IN PRACTICE

- 1** You decide that you want to work on contract and select a recruitment agency to help you find a contract. You select a contract having been interviewed for the position.
- 2** Your agency consultant advises that you need to use an umbrella company for your assignment because the agency doesn't process payroll for temporary workers.
- 3** You are given the agency's preferred supplier list (PSL) which is a list of umbrella companies that the agency recommends you use.
- 4** You will research the umbrellas on the list and choose one that fits your own needs. Normally you will then call the umbrella company and register with them. As part of the registration you will be given the employment contract to sign.
- 5** To complete the registration you will need to send them proof of identity and your address, bank details, national insurance number and other supporting documentation they request.
- 6** The umbrella company will verify the registration documents and details provided by you and once completed will notify you that you are an employee and live on their payroll. This means that you are ready to submit hours for billing.

Whilst this is happening, your umbrella company has been in contact with your recruitment agency to sign an overarching contract to allow funds to be passed down the supply chain.
- 7** When you have completed your hours you will get your timesheets signed off by the end client and send them to your recruitment agency and umbrella company. Sometimes if there is an agreement in place between the recruitment agency and umbrella company you will only need to send your timesheet to your recruitment agency.
- 8** Your umbrella company will invoice your hours to the recruitment agency who should be in possession of funds from your end client. The agency will pay the umbrella company.

The umbrella company will deduct their agreed margin, and will then make the necessary deductions to your pay. These deductions include income tax, Employee's and Employer's National Insurance, the Apprenticeship Levy and any pension contributions and student loan repayments.
- 9** The net figure will then be paid directly into your bank account via a bank transfer. You will be given a payslip that will show all your deductions from your gross pay and what the net payment is that has been paid into your bank account.

WHY AMAZE?

Amaze Umbrella employs workers on temporary contracts working in both the UK's public and private sectors. As an accredited FCSA umbrella company, we are a responsible employer and work closely with your recruitment agency to ensure you get paid correctly, on time and don't have any administrative headaches. With Amaze Umbrella you can get all the benefits of being employed, with the flexibility of contract working.

What we offer

-  **Prompt Payment**
Receive same day payments direct to your bank account.
-  **Tax Simplicity**
Streamline your tax through one payroll arrangement.
-  **Minimum Hassle**
Avoid company administration and paperwork.
-  **Amazing Benefits**
Qualifying employees can take advantage of our FREE Perkbox service so you can save £000s each year.

If you're ready to get going in the world of contracting let Amaze Umbrella help. To get started, give our friendly team a call, we will get you up and running in no time at all.

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It's as easy as 1-2-3 to get started with our friendly and professional service.



Speak to our team



Complete the form



Get paid!





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