

Key Information Document

This document contains the key information which applies in our relationship. Further information can be found in your contract, Assignment Schedule and colleague handbook.

We welcome any questions or issues that you wish to raise on the information in this document. Please contact info@fifthwheelrecruitment.com to discuss these.

You also have the right to raise any concerns with the appropriate independent authority the Employment Agency Standards Inspectorate on 0207 215 5000.

Employment Business name and address:	Fifth Wheel Recruitment C/O Brabners Llp, 55 King Street, Manchester, United Kingdom, M2 4LQ
Name of intermediary company:	Prime UK Solutions [Duttoford Business Solutions]
Your Employment Business:	Fifth Wheel Recruitment
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	Prime UK Solutions [Duttoford Business Solutions]
How often the company and you will be paid:	Paid each Friday a week in arrears

INTERMEDIARY COMPANY PAY INFORMATION

You are being paid through an intermediary 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 assigning you to you're the hirer.

Your payslip may show you as an employee of the intermediary company listed below.

Name of intermediary company:	Duttoford Business Solutions
Any business connection between the intermediary company, the employment business and the person responsible for paying you:	No
Expected or minimum gross rate of pay transferred to the intermediary company from us:	Your minimum gross rate of pay will be a combined rate consistent of National Living Wage, Employers NI, Holiday Pay, and Holiday NI in effect at the time of work as can be found at https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2019-to-2020
Deductions from intermediary income required by law:	We are required by law to deduct Employers National Insurance, Pension Contribution and Holiday Pay Entitlement from your gross wages.
Any other deductions from income:	None

Expected or minimum rate of pay to you:	Your minimum rate of pay will be the National Living Wage in effect at the time of work as can be found at https://www.gov.uk/national-minimum-wage-rates
Deductions from your wage required by law:	We are required by law to deduct income tax and national

	insurance from your wages. After 12 weeks engagement, we are also required to deduct pension contributions. We may also be instructed to deduct any County Court Judgements made against you.
Any fees for goods or services:	No
Holiday entitlement and pay:	You are entitled to a minimum of 5.6 weeks annual holiday accrued in proportion to the hours that you work. If you work at one company for more than 12 weeks, you might be entitled to additional holiday entitlement to match their directly employed workers. Your Worker Assignment Schedules provide these details.
Additional benefits:	N/A

Example Pay:

Duttoford Business Solutions Ltd	Tax Period: 45 - Week Ending: 04.02.2024
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Comments	Company Name	Start Date	End Date
	FIFTH WHEEL RECRUITMEN	28/01/2024	03/02/2024

Employee No.	Employee Name	Process Date	NI Number
318523	[Employee Name]	09.02.2024	YP736626C

Company Receipts				Units	Rate	Amount	Company Deductions		Amount
Basic Pay		45.00	14.30	643.50	Expenses			0.00	
Holiday Pay		45.00	1.73	77.85	Payroll Processing Margin			0.00	
					Retained Holiday Pay			0.00	
					Paid to Employee			721.35	

Employee Payments				Units	Rate	Amount	Employee Deductions		Amount
Basic Pay		1.00	721.35	721.35	Tax			144.20	

	This Period		Year To Date	
	[Employee Name]	Total Gross Pay	721.35	Gross Pay YTD
[Address 1]	Gross for Tax	721.35	Gross for Tax YTD	21662.03
[Address 2]	Earnings for NI	721.35	Tax Paid YTD	4267.40
[Address 3]			NI Earnings YTD	21662.03
[Postcode]	Total Deductions	144.20	EE's NI YTD	.00
	Payment Status	BR/X		
	Payment Method	Bacs		

NET PAY	577.15
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