



Amaze Umbrella: A Guide to Using our Umbrella Company

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Introduction

Amaze Umbrella is here for you whether you are a first time contractor looking to get started, or are already contracting and seeking a more friendly, professional and reliable umbrella company.

With Amaze Umbrella you get all the benefits of being employed, with the flexibility of contract working.

We invest in our people so they can give you a personal and amazing service. Along with free Perkbox benefits, our personal approach ensures you receive same day payment, tax arrangements handled professionally, and most importantly no company responsibilities. Amaze Umbrella will impress you with a fast and reliable payment solution.

We have put together this guide to help you understand exactly what an umbrella company is, and how Amaze Umbrella can help you make the most of your contracting career.

I hope you find this guide informative. Should you require any further assistance getting started, or deciding if an umbrella company is the right option for you, please do not hesitate to get in touch with our friendly team.

On behalf of all at Amaze Umbrella I wish you the best for your contracting career!



Nathaniel Giddings — Managing Director

M&S

ASDA

CAFFÈ
NERO

Sainsbury's

Uber

JOHN
LEWIS
& PARTNERS

 perkbox

Perkbox Benefits *See page 9 for details.*

These are just some of the brands you can save on through your complimentary Perkbox membership when you join Amaze Umbrella.

About Amaze Umbrella



Amaze Umbrella is an FCSA accredited Umbrella Company which employs contractors in the public and private sectors. By working with Amaze Umbrella you can get all the benefits of being employed, with the flexibility of contract working.

Sectors we work with



Engineering



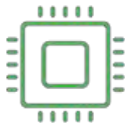
Education & Training



Transport & Logistics



Medical & Health



Computers & IT



Project Management



Administrative



Accounts & Finance



Legal

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

Take advantage of our FREE Perkbox service so you can save £000s each year. Find out more on page 9.

About Amaze Umbrella *Continued*

Rather than dealing with all the paperwork and processing earnings yourself, as a PAYE employee of Amaze Umbrella we do all the time-consuming payroll administration on your behalf - leaving you the freedom to enjoy your contracting and your leisure time.

- ✓ No invoicing
- ✓ No payment chasing
- ✓ No tax calculations
- ✓ No additional costs
- ✓ No joining or exit fees

Our no-nonsense umbrella company service gives you the freedom of contracting but with the security of being an employee.

Here is a testimonial from one of our happy employees who we supported in his first contract role.

“ Thank you for all the support your very professional team have given me over the last 12 months. You made the transition to the temporary market a positive one. ”

Mark, Management Consultant, Public Sector

What is an Umbrella Company?



Your umbrella company is your employer.

An umbrella company employs temporary workers who work on temporary contracts, usually through a recruitment agency.

The umbrella company acts as your employer whilst you work on assignment with the end client. The umbrella liaises with you, and your agency, to make sure you are paid the correct amount and on time. It also ensures all your taxes are paid directly to HMRC.

Who is it best for?

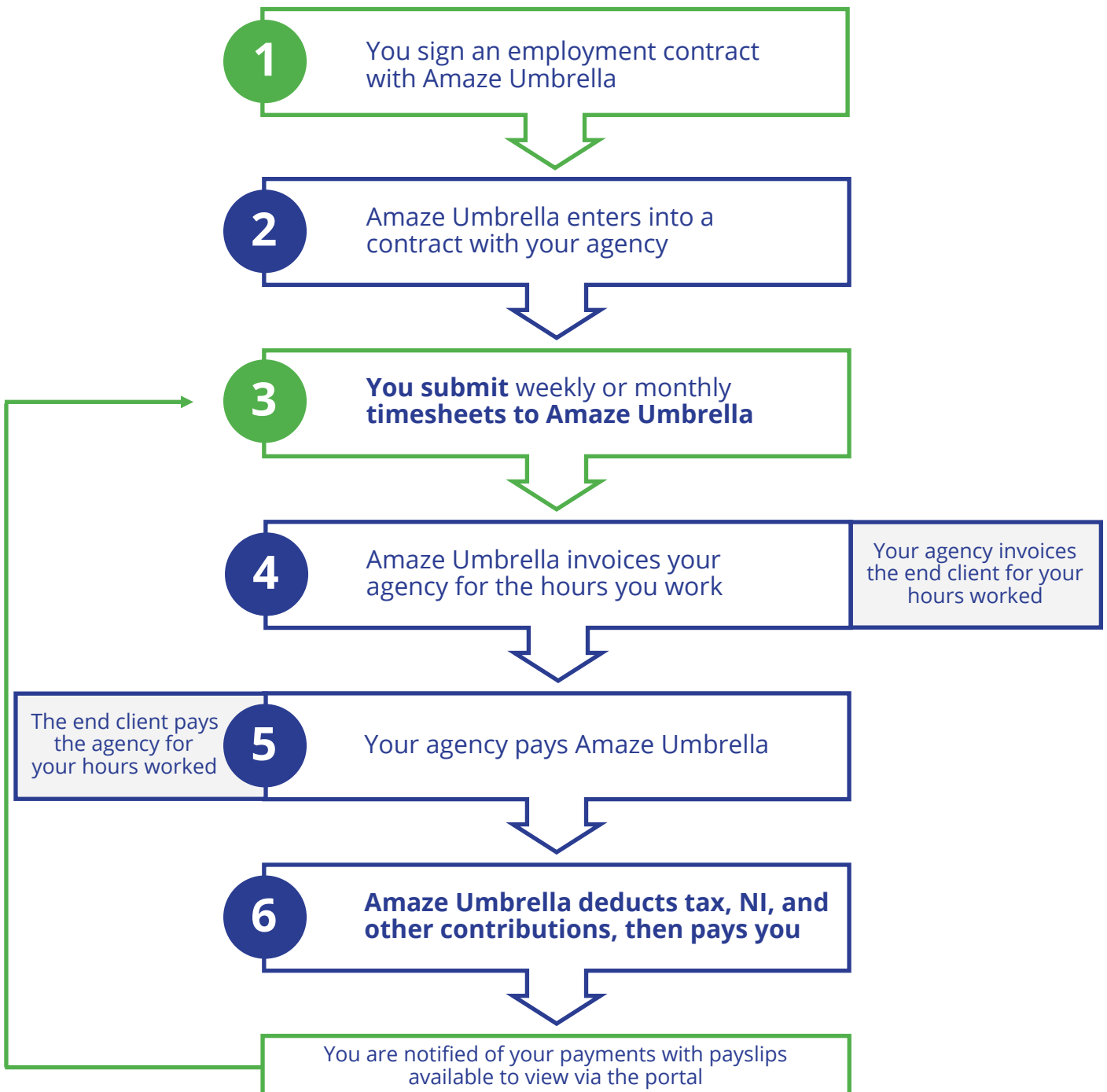
An umbrella company is a practical solution, and is the best option if:

- 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**.



Benefits of Amaze Umbrella

Amaze Umbrella provides its contractors with a unique benefits package including:



FREE Access to Perkbox Benefits

All Amaze Umbrella employees get access to Perkbox, giving exclusive access to a host of employee benefits such as free coffee and cinema tickets, saving thousands of pounds per year.



Compliant & FCSA Accredited

Amaze Umbrella is fully compliant and is accredited by the FCSA for umbrella services. Assuring contractors of compliance and transparency in our approach.



Secure Online Portal

Available on all devices, track and view your timesheets and payslips on the go with ease.



Friendly Customer Service

Our dedicated and easily accessible customer services team is here to help with any queries.



Faster Payments

We use the Faster Payments system so we can offer you same day payment processing at no additional cost.

Standard Umbrella Company Perks

Amaze Umbrella's benefits package is offered in addition to standard umbrella company perks. Learn more about these on page 16.



Statutory
Payments



Holiday
Pay



£20m Business
Insurance



Workplace
Pension

Perkbox Benefits

Perkbox is a specialist benefits platform that enables you to save thousand of pounds a year. You can benefit from supermarket discounts, free weekly coffees in addition to free monthly cinema tickets. We will send you the login details to take advantage once you have billed for the first time.



Free weekly coffees

Free monthly cinema tickets

Free mobile phone insurance

Congratulations! As a reward for all your hard work, you've been signed up to a free Perkbox account.

You've got **200+ free perks, discounts, and freebies** just waiting to be discovered, including...

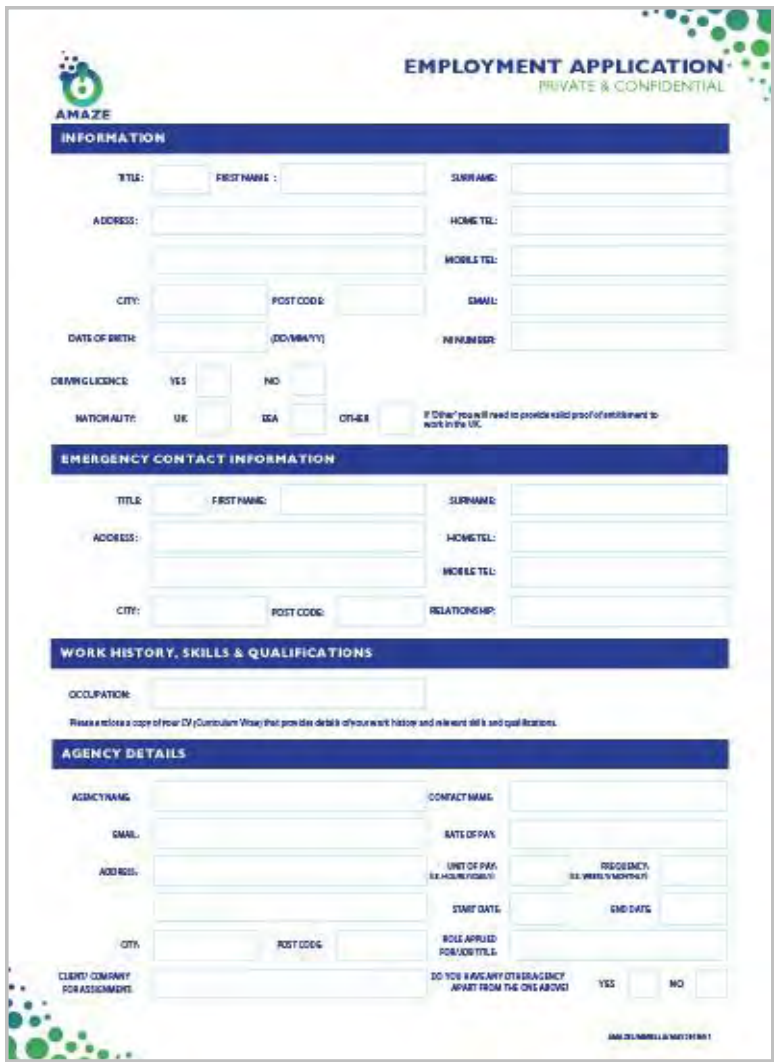
 <p>Great price cinema tickets</p>	 <p>Nationwide gym discounts</p>
 <p>Money off meals out at UK restaurants</p>	 <p>Supermarket and high street discounts</p>

Getting Started with Amaze Umbrella

What we need to get you up and running

As you may have found with starting a permanent job, there are a few pieces of documentation to gather together before starting employment with an umbrella company.

Most of the details are captured in our simple electronic application form which you will receive by email. This will look similar to the one below:



EMPLOYMENT APPLICATION
 PRIVATE & CONFIDENTIAL

INFORMATION

TITLE: _____ FIRST NAME: _____ SURNAME: _____

ADDRESS: _____ HOME TEL: _____

CITY: _____ POST CODE: _____ MOBILE TEL: _____

DATE OF BIRTH: _____ (DD/MM/YY) EMAIL: _____

NUMBER: _____

DRIVING LICENCE: YES NO

NATIONALITY: UK USA OTHER If Other you will need to provide valid proof of entitlement to work in the UK.

EMERGENCY CONTACT INFORMATION

TITLE: _____ FIRST NAME: _____ SURNAME: _____

ADDRESS: _____ HOME TEL: _____

CITY: _____ POST CODE: _____ RELATIONSHIP: _____

WORK HISTORY, SKILLS & QUALIFICATIONS

OCCUPATION: _____

Please attach a copy of your CV (Curriculum Vitae) that provides detail of your work history and relevant skills and qualifications.

AGENCY DETAILS

AGENCY NAME: _____ CONTACT NAME: _____

EMAIL: _____ RATE OF PAY: _____

ADDRESS: _____ UNIT OF PAY (E.G. HOURLY/PER DAY): _____ RESIDENCY (E.G. WEEKS/MONTHS): _____

CITY: _____ POST CODE: _____ START DATE: _____ END DATE: _____

ROLE APPLIED FOR/JOB TITLE: _____

CLIENT COMPANY FOR ASSIGNMENT: _____ DO YOU HAVE ANY OTHER AGENCY APPOINT FROM THE ONE ABOVE? YES NO

AMAZE UMBRELLA LIMITED 2019

Amaze Umbrella Application Form



EMPLOYMENT APPLICATION
 PRIVATE & CONFIDENTIAL

BANK DETAILS

BANK NAME: _____ SORT CODE: _____

ACCOUNT NAME: _____ ACCOUNT NUMBER: _____

BUILDING SOCIETY REFERENCE: _____

DATA PROTECTION AND THE REGULATION EU 2016/679 (GDPR)

The Data Protection Act 2018 and the Regulation EU 2016/679 (General Data Protection Regulation) set out a number of requirements in relation to the processing of personal data.

We take your privacy and the privacy of the information we process seriously and confirm that we will comply with the provisions of the Data Protection Act 2018 and Regulation EU 2016/679 when processing personal data about you. We will only use your personal information, and the personal information you give us access to under this contract to provide the services you have requested from us in accordance with Amaze Umbrella Limited's [Privacy Policy](#).

DECLARATION (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)

By ticking this box, I confirm the above information is complete and correct.

By ticking this box, I confirm that I have read the Data Protection Notice above and consent to Amaze Umbrella Limited using my personal information, including sensitive personal data, whether obtained from me or another source for appropriate purposes in accordance with the UK Data Protection Act 2018.

Please tick this box if you are NOT subject of bankruptcy related proceedings such as Bankruptcy or Individual Voluntary Arrangements (IVA), etc.

I confirm there are no outstanding criminal convictions that are not considered spent in accordance with the Rehabilitation of Offenders Act 1974 except (i) an offence committed in the United Kingdom which is a fixed penalty offence for the purpose of the Road Traffic Offenders Act 1988 or any statutory modification or replacement thereof for the time being in force (ii) an offence committed in the United Kingdom or abroad which is dealt with by a procedure substantially similar to that applicable to such a fixed penalty offence; and (iii) an offence which is an ingredient to the unlawful parking of a motor vehicle.

We would like to send you promotional information from time to time that we think will be relevant to your situation. Please confirm you are happy for us to do this by ticking the box. If you do not tick the box we will refrain from sending you promotional information.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

[Click to Attach copy of your POI](#)

[Click to Attach copy of your POA](#)

AMAZE UMBRELLA LIMITED 2019

Did you know? You can upload your Proof of Identity (POI) and Proof of Address (POA) directly on the application form, saving you time and hassle.

To help you complete the application form with ease, we have produced a checklist (overleaf).

Getting Started Checklist

Your personal details (so we know who you are)

Including; full name, address, home and mobile telephone numbers, email address, date of birth, nationality, emergency contact information, whether you have a driving licence or not.

- National Insurance Number
- Proof of Address (POA)
*E.g. Driving licence or utility bill.
This can be uploaded directly via the application form.*
- Work history or curriculum vitae (CV)

Proof of Identity (POI) - This can be uploaded directly via the application form.

To prove your identity, nationality and right to work.*

- Passport or driving licence

Your bank details (so we can pay you)

We require the below bank details to make sure we can pay you on time, every time.

- Bank name
- Account name (usually your name)
- Sort code
- Account number
- Building Society reference (if applicable)

Additional documentation

We will need a few final items of documentation as follows:

- A copy of a valid work visa/permit (if applicable)
- A P45 from your last employer, or a P46

* If you are from outside the European Economic Area you will need to supply additional documentation such as a visa to prove your right to work. We will assist you to make this process as simple as possible.

Payslips Explained

We have included a sample payslip below so that you know what to expect when you receive your first payslip from Amaze Umbrella.

Amaze Umbrella		Tax Period: 9 - Week Ending: 02.06.2019	
Comments		Agency Name	Start Date End Date
		Agency A	27/05/2019 02/06/2019
Employee No.		Employee Name	Process Date NI Number
AMZ000		Contractor A	07.06.2019 QQ123456C
Company Receipts		Units	Rate Amount
Basic Pay		20.00	28.00 560.00
Basic Pay		2.00	21.00 42.00
Company Deductions		Amount	
HMRC Payment NIERS		49.85	
Apprenticeship Levy		2.64	
Expenses		0.00	
Pension		12.28	
Management Company Margin		10.00	
Retained Holiday Pay		0.00	
Paid to Employee		527.23	
Employee Payments		Units	Rate Amount
Basic Pay		22.00	8.21 180.62
Holiday Pay		1.00	56.78 56.78
Commission		1.00	289.83 289.83
Employee Deductions		Amount	
Tax		10.40	
National Insurance		43.35	
AE Pensions		16.37	
		This Period	Year To Date
Contractor A		Total Gross Pay	527.23 Gross Pay YTD 2217.18
Contractor Address 1		Gross for Tax	527.23 Gross for Tax YTD 2217.18
Contractor Address 2		Earnings for NI	527.23 Tax Paid YTD 10.40
Contractor Address 3		Pension Contribution	16.37 NI Earnings YTD 2217.18
Contractor POST CODE		Total Deductions	70.12 EE's NI YTD 166.47
		Payment Status	1250L Pension YTD 65.09
		Payment Method	Bacs
		NET PAY 457.11	

Payslips Explained *Continued*

Company Deductions

These are taken into consideration before calculating the employee's wage.

HMRC Payment NIERS

NIERS is Employer's National Insurance.

Apprenticeship Levy

This is a necessary deduction paid to HMRC by Amaze Umbrella, due to Amaze Umbrella meeting the qualifying requirements.

Expenses

This shows any allowable expenses the employee is eligible to claim.

Pension

This is the contribution Amaze Umbrella pays towards your pension.

Retained Holiday Pay

Optional service - please ask for more details.

Tax Period: 9 - Week Ending: 02.06.2019		
Agency Name	Start Date	End Date
Agency A	27/05/2019	02/06/2019

Process Date	NI Number
07.06.2019	QQ123456C

Company Deductions	Amount
HMRC Payment NIERS	49.85
Apprenticeship Levy	2.64
Expenses	0.00
Pension	12.28
Management Company Margin	10.00
Retained Holiday Pay	0.00
Paid to Employee	527.23

Employee Payments	Units	Rate	Amount	Employee Deductions	Amount
Basic Pay	22.00	8.21	180.62	Tax	10.40
Holiday Pay	1.00	56.78	56.78	National Insurance	43.35
Commission	1.00	289.83	289.83	AE Pensions	16.37

	This Period		Year To Date	
	Contractor A	Total Gross Pay	527.23	Gross Pay YTD
Contractor Address 1	Gross for Tax	527.23	Gross for Tax YTD	2217.18
Contractor Address 2	Earnings for NI	527.23	Tax Paid YTD	10.40
Contractor Address 3	Pension Contribution	16.37	NI Earnings YTD	2217.18
Contractor POST CODE	Total Deductions	70.12	EE's NI YTD	166.47
	Payment Status	1250L	Pension YTD	65.09
	Payment Method	Bacs		

NET PAY 457.11



Payslips Explained *Continued*

Amaze Umbrella	Tax Period: 9 - Week Ending: 02.06.2019		
Comments	Agency Name	Start Date	End Date

Employee Payments

Basic Pay

Basic Pay is calculated as number of hours worked at the national minimum wage.

Holiday Pay

Holiday Pay is paid when leave is taken during the period.

Commission

Commission is all hours worked after Basic Pay threshold is met for the period.

Employee Deductions

Tax

Income tax deducted calculated using the employee's tax code.

National Insurance

The employee's portion of the National Insurance Contribution.

Employee Payments	Units	Rate	Amount
Basic Pay	22.00	8.21	180.62
Holiday Pay	1.00	56.78	56.78
Commission	1.00	289.83	289.83

Employee Deductions	Amount
Tax	10.40
National Insurance	43.35
AE Pensions	16.37

This Period

Total Gross Pay

Calculated as income minus the company deductions. Equals components of Employee Payments.

Total Deductions

Calculated as Income Tax, National Insurance and other components of Employee Deductions.

Year to Date

Gross Pay YTD

Employee's gross taxable pay year to date.

Tax Paid YTD

Total tax paid by employee year to date.

Contractor A
Contractor Address 1
Contractor Address 2
Contractor Address 3
Contractor POST CODE

	This Period	Year To Date	
Total Gross Pay	527.23	Gross Pay YTD	2217.18
Gross for Tax	527.23	Gross for Tax YTD	2217.18
Earnings for NI	527.23	Tax Paid YTD	10.40
Pension Contribution	16.37	NI Earnings YTD	2217.18
Total Deductions	70.12	EE's NI YTD	166.47
Payment Status	1250L	Pension YTD	65.09
Payment Method	Bacs		

NET PAY 457.11

Net Pay

Amount employee will receive into their bank account. Calculated as Total Gross Pay less Total Deductions.

Next Steps

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.

0161 464 8993

enquiries@amazeumbrella.com

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!



More Information: *Standard Umbrella Perks*



Statutory Payments; Sick Pay & Maternity/Paternity Pay

Whilst working for an umbrella company, there are a number of statutory payments available to cover you so that you're not out of pocket for time off.



Holiday Pay

As with permanent employment, employees are entitled to holiday pay, this is shown on your payslip.



Workplace Pension

As with all employers, you will receive a workplace pension as standard, deductions will be shown on your payslip.



Business Insurance

Much like in permanent employment, it's imperative you are insured to carry out your work. That's why umbrella companies offer a comprehensive insurance package which often includes the following cover:

- Employers liability insurance (to protect you)
With Amaze Umbrella you are covered up to £10m
- Public liability insurance (to protect others around you)
With Amaze Umbrella you are covered up to £5m
- Professional indemnity insurance (to protect your work)
With Amaze Umbrella you are covered up to £5m



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