

Key Information Document (KID) – PAYE Intermediary

This document sets out key information about your relationship with us and the PAYE Intermediary used in your engagement, including details about pay, holiday entitlement and other benefits.

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 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Name of worker:	You
Name of employment business:	OR Education Ltd t/a Axcis Education
Name of intermediary:	AZebra Group Ltd
Your employer:	AZebra Group Ltd
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you:	AZebra Group Ltd
How often the company and you will be paid:	Weekly

Intermediary Pay Information

You are employed under a PAYE contract by AZebra Group Ltd, a third-party organisation that employs you, processes PAYE tax and National Insurance contributions, and pays you for work undertaken on assignments sourced by the employment business. The employment business will continue to source assignments for you.

The assignment rate for your work is paid by the employment business to AZebra Group Ltd as its income. From this assignment rate, AZebra Group Ltd will meet employment costs and calculate your gross pay before making statutory deductions in accordance with PAYE legislation.

Your payslip will show you as an employee of AZebra Group Ltd, who is your PAYE employer.

Name of intermediary:	AZebra Group Ltd
Any business connection between the intermediary, the employment business and the person responsible for paying you:	None
The minimum assignment rate paid by the employment business to the PAYE intermediary:	£13.69 per hour (inclusive of holiday pay)
Deductions that will be made to the gross amount paid to the intermediary required by law:	None
Any other deductions that will be made to the gross amount paid to intermediary's income:	None
Expected or minimum rate of pay to you from the intermediary:	At least the prevailing or current National Minimum Wage or National Living Wage
Deductions from your wage required by law:	PAYE Income Tax Employee National Insurance Student Loan repayments (where applicable) Employee pension contributions (if not opted out)

Any other deductions or costs taken from your wage:	None
Any fees for goods or services:	None. If you request additional services (e.g., DBS checks, training), the cost will be disclosed to you in advance in line with Regulation 13 of the Conduct Regulations.
Holiday entitlement and pay:	Holiday pay accrues at 12.07% of your basic pay and is paid when holiday is taken or, if paid in advance, is clearly identified and reconciled in line with UK law.
Additional benefits:	Access to collective facilities provided by the hirer (e.g. canteen, rest areas, IT support, lockers). If the hirer does not provide such facilities, none apply

Example pay

	PAYE intermediary costs	Worker fees
The assignment rate paid by the employment business to the PAYE intermediary:	£444.93/week (Based on 32.5 hours at £13.69)	
Deductions that will be made to the gross amount paid to the intermediary required by law:	None	
Any other deductions that will be made to the gross amount paid to intermediary's income:	None	
Example rate of pay to you from the intermediary:		Basic Pay £444.93 (inclusive of holiday pay)
Deductions from your pay required by law:		PAYE Tax £40.60 Employee's NI £16.23 Employee's Pension (if not opted out) £0.00
Any other deductions or costs taken from your pay:		None
Any fees for goods or services:		None
Example net take home pay:		£388.10

Conduct Regulations opt out

If you are supplied via an PAYE intermediary, then both parties can opt out of being covered by the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Conduct Regulations). The opt out must be given in writing to the employment business by intermediary and the person being supplied to do the work. The employment business cannot encourage you to do this and it must be your own decision. Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations. This document is for information only and does not qualify as an agreement for opting out of the Conduct Regulations.