



Maddison Group

Maddison Group Umbrella Scheme
Information Guide and Joining Pack



Our Umbrella Scheme enables you to utilise legitimate working costs to **help increase your net take home pay...**

Make the Most of **Your Expenses...**

If you incur costs when working that are necessary to the performance of your duties, these costs can be offset. Submitting and claiming expenses will help to increase your take home pay and reduce tax and NI.

Items you can claim for	Receipts if required
Daily Subsistence: £5 per day working 5 -10hrs. £10 per day working in excess of 10hrs.	No receipt required
Laundry and household costs £4 per week	No receipt required
Accommodation when working away from home	Copy of original receipt
B&B, Hotel or non-permanent residence	Copy of original receipt
Driving licence renewal	Copy of original receipt
Medical / eye tests	Copy of original receipt
Approved business mileage	Copy of VAT receipts
Mobile Phone (work calls only)	Contract only. Not pay-as-you-go. Copy of itemised bill, with work calls highlighted required.
Toll roads / parking	Receipts if possible
Travel to work via bus / train / taxi	Receipts required
Personal Incidental per night £5 - UK £10 - Europe	Must provide address information of overnight stay
Training / Educational course relating to job	Copy of original receipt

Mileage Allowance		
Engine Capacity (CC)	Rate per mile: 1st 10,000 miles / pa	Rate per mile: 10,000+ miles / pa
All Cars	45p	25p
Bicycle	20p	20p
Motorbike / Moped	24p	24p

Mileage Claimed	Fuel Receipt Required
50	£10
100	£20
150	£30
200	£40
250	£50
300	£60
350	£70
400	£80

Mileage Examples

Mileage declared: 400 miles.
Expenses claimed 400 @ 45p = **£180.00**

Fuel only accounts for approx.
20p of the 45p / receipt required: 400 @ 20p = **£80.00**

You will need to provide 20p of fuel receipts for every mile claimed.

How to Join **Maddison Group...**

Complete the attached application form and send via post, fax or email to us. Please enclose a P46 or your P45.

We then complete the process and contact you to answer any queries or questions you may have.

Expense Deadline:
Faxed / scanned / posted by 5pm Tuesday.

Address:

5th Floor, Edgbaston House, 3 Duchess Place
Birmingham, B16 8NH

Phone: 0870 043 3797

Fax: 0845 052 9320

Email: contractor@maddisongroup.co.uk

Personal Details

Title: First Name:
Middle Name: Surname:
Address:
 Postcode:
Phone: (Home) Mobile:
Email:
Date of Birth: National Insurance No:
Nationality: (Please see section RE: Proof of Identity)

Agency Contact

Agency Name: Email:
Contact: (inc surname) Phone:

Bank Details

Bank:
Address: Postcode:
Sort code: - - Account Number:
Building society reference number:
Name of account holder(s):

Personal Accident Benefit

If you **do not want** our Personal Accident Benefit, please tick the box:

Holiday Pay

If you **want** your Holiday Pay paid each week, please tick the box:

Proof of Identity

We require specific documents to confirm your identity. You must send us one of the following by email, fax or post:

- Your original passport or a photocopy countersigned by a professional person. The person countersigning the passport must provide their full name, job title and date of signature.
 - A National Identity Card photocopy countersigned by a professional - Providing their full name, job title (*for more information on the job roles covered by a professional person - refer to www.direct.gov.uk*) and date of signature.
 - If you do not have a passport and you are a British or Irish national please provide the following; A full birth certificate and a recent HMRC document.
- For Non EU Nationals**
- A valid copy of your passport countersigned by a professional or manager and endorsed to show your immigration status.

If you're posting your passport to us, we recommend it is sent by Recorded or Special Delivery. Maddison Group accepts no responsibility for any loss of documentation.

Declaration

"I declare that the information I have provided is correct and understand that it is my responsibility to inform Maddison Group of any changes to my personal, bank or agency details as soon as possible. I also understand that if I have provided details that relate to an account not held in my name, e.g. Spouse, and the relationship between the account holder and myself breaks down, Maddison Group cannot be held responsible for any payments to the nominated account. I also agree to the terms and conditions set in the Contract of Employment".

Signed: Print Name:
Date:

RETURN THIS FORM TO MADDISON GROUP BY **5PM EACH TUESDAY**
TO ENSURE PROMPT PROCESSING

(Please make sure you enter your employee number, your expense form cannot be processed without it)

General Expenses

(Please make sure you enter your unique reference number, your expense form cannot be processed without it)

EMPLOYEE NAME:

EMPLOYEE NUMBER:

COMPANY NAME

WEEK ENDING:

DATE	DESCRIPTION	AMOUNT
	LAUNDRY	£2.00
	HOUSEHOLD	£2.00
	DAILY SUBSISTENCE	£5.00
		Total £

Weekly Mileage Report

CAR MAKE AND MODEL:			ENGINE SIZE:	
REG NO:	MILEAGE START:		MILEAGE FINISH:	
DATE	FROM	TO	RETURN	MILEAGE
Total Business Mileage				
Amount Claimed @ 45/25 Pence Per Mile				

I confirm by signing this form that all the above expenses have been incurred wholly and exclusively in the performance of my duties and that they are necessary for me to complete my work.

SIGNATURE:

DATE:

Phone: 0870 043 3797
Fax: 0845 052 9320
Email: info@maddisongroup.co.uk
Web: www.maddisongroup.co.uk

Fees and Agreements

1: **Weekly processing fees**

A weekly processing service charge is payable of £20.00 weekly for this service. This fee is payable for every week worked.

2. **Insurance**

A weekly charge of £3.00 per week shall be payable to Maddison Group Limited in respect of Comprehensive Combined Contingency Insurance. Insurance is optional for all workers. The insurance includes both PAB (Personal Accident Benefit) and PLI (Public Liability Insurance) policy details available on request.

3. We will accept this document as your formal application and confirmation that you wish to be paid via an umbrella company.
4. Should your contractual arrangements change you agree to immediately inform MGL of the changes.
5. You agree that your holiday pay will be accrued on a weekly basis, unless you have ticked the box on the application form or have informed MGL of this in writing.
6. You agree that MGL may vary its terms and conditions without prior notice, in which case they will send you a copy of the revised information pack and/or Contract of Employment and that you will then be bound by the revised terms contained therein.
7. You understand that a copy of the latest information pack is available for inspection, during office hours at MGL's office and that a further copy will be sent to you free of charge upon request. In the event that you do not agree to the revised terms, you will instruct MGL in writing that you require to cease the service in which case MGL shall have no further obligation to carry out work for you and all insurances arranged under their group policies shall cease immediately.
8. By working under an umbrella arrangement you accept that your earnings less any authorised expense items (subject to HMRC regulations) shall be subject to full PAYE (Tax and National Insurance) obligations.
9. You further accept that the sums generated from your activities are fee income and not wage income. The amounts payable to yourself shall be determined after allocation of fees and expenses and the payment of appropriate levels of employers national insurance contributions
10. By working for an umbrella company you are accepting the umbrella company as your employer and that you are accepting a PAYE employment solution. You are an employee of the company and are not a director, shareholder or officer of that business.

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