

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:

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.

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

Phone: 0870 043 3797

Fax: 0845 052 9320

Email: info@maddisongroup.co.uk

Web: www.maddisongroup.co.uk