



**Welcome to
Churchill Knight Umbrella**

**Accountants
Experts for Experts**



Welcome to Churchill Knight Umbrella

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Welcome to Churchill Knight Umbrella

Welcome to Churchill Knight Umbrella.

We are delighted you have chosen Churchill Knight Umbrella as your contractor payroll provider.

Now that you are using our umbrella service, your administration requirements are minimal. In order to get paid in accordance to your agreed schedule with your recruitment agency, all we need you to do is ensure you submit your signed timesheet to your recruitment agency within their timescale and send a copy to your Churchill Knight Umbrella Account Manager as well. If we have advised you that you are eligible to claim any business expenditure then please ensure you have submitted your expenses as requested.

As a compliant umbrella company, we'll make the appropriate deductions to your pay, including tax and National Insurance Contributions. These deductions will be listed on your payslips. If you have any questions, please get in contact with us.

Now that you are officially using our service, you have access to your own dedicated Account Manager. All the contact information you need is available on page 9.

We wish you all the best with your contract assignments.

John Payne
Founder and Partner
Churchill Knight & Associates Ltd



Welcome to Churchill Knight Umbrella

Completing Your Registration

Before you officially become a Churchill Knight Umbrella employee and we can start paying you, we must ask you to provide us with the following information so that we can complete the registration process.

01

Completed Contract of Employment

Please find this attached. Please review and approve, sign and return this to us.

02

A copy of your P45 if applicable

If you do not have a P45 then please complete the P46 attached to this email and return this to us.

03

Photo ID

We are legally required to ensure that you have the right to work in the UK. To complete this requirement please provide a copy of your passport or birth certificate. Should you require a Visa to work in the UK we will need a copy of this also.

04

Proof of Address ID

This needs to be a bank statement or a utility bill dated within the last 3 months.

Please return these documents/information completed to us as soon as possible as failure to do so will affect our ability to pay you. Unless your agency/end client otherwise advises you, we do not require you to submit timesheets to ourselves. Please follow the process for submitting your timesheets your agency/end client has advised. This will ensure prompt payment.

Please return all documentation to umbrella@churchill-knight.co.uk at your earliest convenience.



Welcome to Churchill Knight Umbrella

More Important Information for you to Complete the Registration Process

If you have not already, please ensure you advise who you are working for, (Recruitment Agency and/or End Client), that you have registered for our Umbrella service.

Please note we will pay you your funds subject to all deductions by 5:30pm on the day we have received cleared funds from your agency. Payslips for all payments made will be available on our secure online portal for view and/or download from midnight after a payment has been made. Please also note that our online portal is only used to securely house payslips and not for any other action currently. You will receive login details for our online portal in a separate email.

Please remember that you can use our Umbrella service with other Recruitment Agencies and/or End-Clients. By doing this you make use of your tax coding in one place only. Simply let us know who else you work through and we'll do the rest.

Additional Login Information

You will be send your login details for the Churchill Knight Umbrella online portal in a separate email. If you have not received this within 48 hours of completing the registration process with us, please contact us on **01707 671641** or email **umbrella@churchill-knight.co.uk**. More information on the online portal is available on page 8.

When you officially complete the registration process with us, you will also be able to immediately benefit from Churchill Knight Rewards - our exclusive discount scheme that could help you save plenty of money. You will be sent your login details in a separate email. If you have not received this within 48 hours of completing the registration process with us, please contact us via the information in the paragraph above.

Please do not hesitate to contact us if you have any questions about the registration process. Call us on **01707 671641** or email us at **umbrella@churchill-knight.co.uk**.



Welcome to Churchill Knight Umbrella

An Introduction to Churchill Knight Umbrella



Churchill Knight is not like any other contractor payroll provider. The business was started in 1998 by John Payne and his wife Louise. John was an IT contractor who decided to start a specialist contractor accountancy and umbrella service because there were no contractor focused providers available. Since the first day of operation, John and Louise have remained partners and owners of Churchill Knight, making us a family run business created by a contractor, specifically for contractors.

The number of contractors using our services is continuing to grow at an exciting rate and this is largely down to positive word of mouth and referrals from our existing clients. We work with contractors in a variety of sectors including accountancy, architecture, construction, design, financial services, IT, legal, consultancy, marketing and social work.

Providing you with a great experience is our number one priority.





Welcome to Churchill Knight Umbrella

Benefits For You

Comprehensive insurance - You are covered with £10 million Employers' Liability Insurance, £10 million Public Liability Insurance and £5 million Professional Indemnity Insurance. If you need even more cover, please call us to discuss.

Churchill Knight Rewards – Every Churchill Knight Umbrella client can benefit from our leading discount scheme, giving you the opportunity to save plenty of money. More information is available on page 5).

Same Day Faster Payments - Churchill Knight Umbrella provide Same Day Faster Payments to ensure you are paid on time, every time.

Employee Benefits - As a Churchill Knight Umbrella client, you are entitled to Sick Pay, Maternity Pay, Paternity Pay and Annual Leave.

No unpleasant surprises - There are no hidden costs when you use Churchill Knight Umbrella. No joining fees, no leaving fees and no extra costs that will take you by surprise.

Ongoing support and your own dedicated Account Manager – You will be assigned your own Churchill Knight Umbrella Account Manager as your dedicated point of contact. Also, your requirements may change as you take on new assignments in the future. Therefore, we will keep in contact with you throughout your time with us to ensure the payroll option you are using is still the most suitable.

Guaranteed compliance - Churchill Knight has a perfect compliance record with HMRC and has never offered or promoted a tax avoidance scheme. You will be in safe hands with Churchill Knight Umbrella.

Referral rewards - You can earn rewards for referring your friends and family to our accountancy and umbrella services. Please see page 10 for more information.

"I am happy with Churchill Knight and do recommend the company to my friends as they have done well by me and I feel comfortable that all the advice and assistance is legal and safe."

Chandni, contractor



Welcome to Churchill Knight Umbrella

The Online Portal

To access the login page for the Churchill Knight Umbrella online portal, please visit:

www.churchill-knight.co.uk/choose-portal/

Once you have clicked on 'Umbrella Company Portal' and have entered your personal information, you will reach your overview page. From here, you will be able to navigate yourself around the online portal and choose from the options on the top menu - **Home, Timesheets, Expenses, Messages and Change Details**. Simply click on the section you require and follow the on screen instructions.

Your personal login details have been sent to you in a separate email.

Churchill Knight Rewards

Now that you have registered with us, you will receive access to Churchill Knight Rewards – one of the UK's most highly-rated employee rewards schemes.

You should already have received your personal login information for Churchill Knight Rewards in a separate email and you can start benefitting from the wonderful discounts immediately. If you have not, please give us a call on **01707 671641**.

These are just some of the purchases you could save significant money on through Churchill Knight Rewards:

- ✓ Electricals and appliances
- ✓ Theatre tickets and days out
- ✓ Cinema excursions and bowling sessions
- ✓ Holidays and short breaks
- ✓ Theme parks and UK wide attractions
- ✓ Music, films, games and books
- ✓ Restaurants and eating out



Welcome to Churchill Knight Umbrella

Contact Us

If you require any assistance, please do not hesitate to get in contact with your Churchill Knight Umbrella Account Manager.

Alternatively, you can get in contact with Churchill Knight Umbrella by phone, email or directly on the Churchill Knight website. The information you require is below.

Welcome to our service!

"I must say that for a first timer I found the process was made straight-forward and simple with the help of the whole team. The back-up support on an ongoing basis has never disappointed either, Churchill Knight have remained attentive and efficient throughout."

Keith, contractor



 **01707 671641**

 **umbrella@churchill-knight.co.uk**

 **www.churchill-knight.co.uk**



Welcome to Churchill Knight Umbrella

Refer a Friend or Colleague



Refer a friend or colleague

Refer a friend or colleague to a Churchill Knight accountancy package and **receive £150.***

Refer a friend or colleague to Churchill Knight Umbrella and you will both benefit from **two weeks free service.***

**Terms and conditions apply*



Accountants Experts for Experts

Comprehensive Services for Contractors

- Limited Company
- Umbrella Company
 - CIS
- Sole Trader Accountancy
- Small Business Accountancy
 - Personal Tax
- Landlord Accountancy
- Outsourced Payroll

Call us now on: **01707 671641**

Email us at: **umbrella@churchill-knight.co.uk**

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