



Looking for Ways to Make  
Going to Work Pay More?

### About Key

**My Key Pay** provides modern and innovative payroll solutions in the rapidly growing UK freelance market. We look after thousands of clients who work across a spectrum of industries and sectors who all enjoy our friendly and professional service. Our mission is to ensure that our clients are paid accurately and on time, every time.

We are part of the **My Key Global Holdings Group Limited**, one of the fastest growing business management companies in the UK. With our international headquarters in Glasgow, we employ over 70 staff in four UK locations and have an ongoing programme of opening international offices.

### Key Portfolio Ltd

Key House  
18 Seaward Place  
Centurion Business Park  
Glasgow  
G41 1HH

t 0845 371 0303

f 0845 371 0304

w [www.mykeypay.com](http://www.mykeypay.com)

Then consider Key



# Portfolio

If you are a freelancer on short-term contracts and are looking for a way to increase your take-home pay, Key Portfolio is ideal for you.

It gives you all the benefits of a limited company without the associated costs and administrative burden.

## So, what are the benefits?

### A transparent and simple service

It is simple to join us and all you need to do is provide a timesheet and an Expense Claim Form so that we can process your pay. We'll keep you advised of the expenses you may treat as allowable against tax and have very attractive dispensations\* that we have negotiated for your benefit with HM Revenue & Customs.

\*(expenses you can claim without needing to provide receipts)

### From a team of experts

We are very selective about our people and processes. We employ tax professionals and use leading edge technology to give you an accurate and speedy payroll service as well as friendly and professional client care.

### Giving you great value for money

We offer fantastic value for money. With a maximum of £20 per week, our fee structure is one of the lowest available. And remember, your fee is treated as an allowable expense so there is tax relief on this too. There is no joining, renewal or leaving fee.

### And of course no legal headaches

You can rest assured that all of our recommendations meet with Government approval and are fully compliant with current legislation.

## How does it work?

*It really is a very simple process:*

- Your recruitment agency pays Key Portfolio for your time
- You fill in your Expense Claim Form and send it to us by fax or post where you need to enclose receipts
- We process your payroll, including expenses
- We email your payslip and send your net salary by electronic bank transfer

## Your questions answered

### What expenses can I claim without receipts?

Full details of all the expenses that you can treat as tax allowable with and without receipts are available in our Allowable Expenses Guidelines at [www.mykeypay.com](http://www.mykeypay.com). Claims for mileage, use of home as office and a lunch allowance may be claimed without supporting receipts.

### Do I have to fill in separate forms for each of my agencies?

**Yes**, you need to complete an Expense Claim Form for each agency that you have worked through. This is to ensure that expenses are attributed to the correct contract.

### What happens if my details change?

It is extremely important that we hold your current postal address, contact details, bank details and agency information. In the event your details change, please contact our Client Care Team on 0845 371 0303.

### Will I receive a payslip?

You will receive a payslip by email each time Key processes your payroll.

### Will I get holiday pay?

**Yes**, your daily rate includes an allocation for holiday pay so you receive this on an ongoing basis.

### Want to know more?

**t** 0845 371 0303 **f** 0845 371 0304