

Urgent Action Required Regarding Furlough Claim

As you know, HMRC have issued the documentation that is required to make a claim under the Coronavirus Job Retention Scheme where you have furloughed staff and I have set this out below. The new portal to make a claim does not open until 20 April and so no claims can be made until then.

We are not yet certain about how the new portal will work and so we are recommending a “belt & braces” approach which we recommend even if we look after your payroll.

If you have not enrolled for PAYE online with HMRC yet, then we strongly recommend that you register at <https://www.gov.uk/log-in-register-hmrc-online-services>. **YOU NEED TO DO THIS EVEN IF WE LOOK AFTER YOUR PAYROLL.**

You will need your PAYE reference and accounts office reference and if we look after your payroll, we can provide these details for you. Please call Dave, Sue or Charlene to obtain these details.

If we do not look after your payroll then you will already hold these details. If you already have an online account with HMRC for your business then you need to select the option to enrol for “PAYE for Employer” under “Services you can Add” and enter your details.

If you do not have an online account with HMRC, you will need to enrol as a new user by selecting “PAYE for Employers” under “Organisation” and following the steps. You will then get a letter in the post within 10 days of enrolling and this will include your activation code. We are waiting to see if HMRC will streamline this part, as we appreciate that some business are closed and so accessing post may be difficult. Hopefully, HMRC will have picked this up in their Beta testing which is currently going on. As you will appreciate, this is all effectively being written, by HMRC, as they go along and there will be some bumps in the road, but we will work with you to help where we can.

The other information you will need to make a claim is set out below and if we assist with your payroll we will help with this claim. If we look after your payroll, then there will be an additional charge for this. We are looking into this and will advise you this week on this point:

- / Your ePAYE reference number – this is the employers PAYE reference number the number of employees being furloughed
- / The claim period (start and end date)
- / Amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- / Your bank account number and sort code
- / Your contact name
- / Your phone number
- / Information that will be needed for each furloughed employee is as follows:
 - National Insurance number
 - Salary, National Insurance and pension contribution information that allows business to calculate the claim amount