

WAKEFIELD FIRST

CLAIM FOR WAGES THROUGH THE CORONAVIRUS JOB RETENTION SCHEME!
Claim for 80% of your employee's wages plus any employer National Insurance and pension contributions, if you have put them on furlough because of coronavirus (COVID-19).

Chancellor extends furlough scheme until October

The government's Coronavirus Job Retention Scheme will remain open until the end of October, the Chancellor announced today (Tuesday 12 May 2020).

- Coronavirus Job Retention Scheme will continue until end of October
- Furloughed workers across UK will continue to receive 80% of their current salary, up to £2,500
- New flexibility will be introduced from August to get employees back to work and boost economy

In a boost to millions of jobs and businesses, Rishi Sunak said the furlough scheme would be extended by a further four months with workers continuing to receive 80% of their current salary.

As we reopen the economy, we need to support people to get back to work. From the start of August, furloughed workers will be able to return to work part-time with employers being asked to pay a percentage towards the salaries of their furloughed staff.

The employer payments will substitute the contribution the government is currently making, ensuring that staff continue to receive 80% of their salary, up to £2,500 a month.

Employers will be able to bring furloughed workers back part time from next month

From 1 July employers will be able to return furloughed workers on a part-time or reduced-hours basis while still claiming from the job retention scheme for the hours the employee isn't working. This means, for example, if a worker is brought back for two days a week, the employer will pay these two days in full as usual, while continuing to claim 80 per cent of the employee's wage cost through the furlough scheme for the other three days.

Employees need to be on the scheme by 10 June

The flexible furlough scheme will be introduced as a new scheme, with the current system coming to a close on 30 June. However, claims will be restricted to employees already furloughed before this date. This means any organisation wanting to make use of the new scheme's flexibilities will need to have furloughed these staff by 10 June, to allow them to complete the minimum three weeks required by the current scheme before it comes to an end.

Before you start

You'll need to:

- Check that both you and your furloughed employee can use the scheme**
- Work out how much you can claim**

What you'll need

To make a claim, you will need:

- To be registered for PAYE online**
- Your UK bank account number and sort code**
- Your employer PAYE scheme reference number**
- The number of employees being furloughed**
- Each employee's National Insurance number**
- Each employee's payroll or employee number**
- The start date and end date of the claim**

- The **full amount you're claiming for including** employer **National Insurance contributions** and employer **minimum pension contributions**
- Your **phone number**

You also need to provide either:

- Your **Corporation Tax unique taxpayer reference**
- Your **Self Assessment unique taxpayer reference**
- Your **company registration number**
- If you're **putting more than 100 employees on furlough**

If you're claiming for more than 100 furloughed employees, you'll need to upload a file containing each employee's:

- Full name**
- National Insurance** number
- Payroll number** (optional)
- Furlough start date**
- Furlough end date** (if known)
- Full amount claimed**

The format of the file you upload must be either:

.xls
.xlsx
.csv
.ods

How to claim

You'll need the **Government Gateway user ID and password** you got when you registered for **PAYE online**.

Online services may be **slow during busy times**.

[Check if there are any problems with this service.](#)

[CLICK HERE TO CLAIM NOW](#)

After you've claimed

Once you've claimed, you'll get a claim reference number. HMRC will then check that your claim is correct and pay the claim amount by Bacs into your bank account within 6 working days.

You must:

- Keep a copy of the claim reference number** for your records
- Keep a copy of your calculations in case HMRC need more information** about your claim
- Tell your employees that you have made a claim** and that **they do not need to take any more action**
- Pay your employee their wages**, if you have not already

Contacting HMRC

HMRC are receiving very high numbers of calls. Contacting HMRC unnecessarily puts our essential public services at risk during these challenging times.

Do not contact HMRC unless it has been more than 10 working days since you made the claim and you have not received it in that time.

[Contact HMRC about the Coronavirus Job Retention Scheme.](#)

