

**STAY AT
HOME**

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THE NHS**

 **save
lives**


TAXPOINT // DIRECT

Benefits for Furloughed Employees

Dear Respected Client,

The Government has now issued further guidance regarding the coronavirus **Job Retention Scheme** to ensure that businesses are ready to make claims.

If you have furloughed employees, you will need to make a claim. You will need to ensure that the following information is to hand to provide to the Government:

- 1. Details of the bank account number and sort code for claim funds be paid in to, this must be a UK bank account.**
- 2. The name and phone number of the person in your business for them to call with any questions.**
- 3. Your self -Assessment UTR (Unique Tax Reference), Company UTR or CRN (Company Registration Number)**
- 4. The full name, employee number or reference and National insurance number for each of your furloughed employees.**
- 5. The total amount being claimed for all employees and the exact dates of the furlough period for each staff member.**

If the Payroll Team at Taxpoint process your payroll and are authorised to act for you for PAYE purpose, we should be able to make claim on your behalf, we are waiting formal confirmation on this process. If we do not currently process your payroll, we can still assist you with the calculations required to make an accurate claim. The Government is expected to carry out significant audits on the process.

The Government portal is intended to enable claims to be made from Monday **20 April 2020**. We expected this to be very busy as it is currently estimated that at least 50% of UK employers will be accessing the system. You should also bear in mind that the IT system has been written from scratch in matter of weeks and we expect therefore to be significant teething problems. We know that there have been queues of many hours trying to access the Universal Credit portal instance over the last few weeks.

Business Support helpline :

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