

# MANAGING THE IMPACT OF CORONAVIRUS

FURLOUGH LEAVE: GET READY TO CLAIM

BRIEFING PAPER 6.0



Black Country  
Chamber of  
Commerce

[blackcountrychamber.co.uk](http://blackcountrychamber.co.uk)

Government grants will cover 80% of the salary of retained workers, up to a total of £2,500 a month. The scheme, open to any employer in the country, will cover the cost of wages backdated to March 1st.

The scheme will be open for claim submissions in the week commencing 20 April and will remain open for at least 3 months.

### Am I eligible?

You must have:

- created and started a PAYE payroll scheme on or before 19 March 2020. The employee(s) must be on your PAYE payroll before or on before 19 March 2020.
- enrolled for [PAYE online](#) - this can take up to 6 days
- a UK bank account

Government guidance on employees you can claim for can be found [here](#).

### How do I claim?

Any entity with a UK payroll can apply, including businesses, charities, recruitment agencies and public authorities.

The online claim service for the [Coronavirus Job Retention Scheme](#) will be launched on GOV.UK on Monday 20 April 2020.

### What do I need to do to prepare my claim?

To prepare to make your claim you will need:

- a Government Gateway (GG) ID and password – if you don't already have a GG account, you can [apply for one online](#), or by going to GOV.UK and searching for 'HMRC services: sign in or register'
- be enrolled for PAYE online – if you aren't registered yet, [you can do so now](#), or by going to GOV.UK and searching for 'PAYE Online for employers'
- the following information for each furloughed employee you will be claiming for:
  1. Name,
  2. National Insurance number,
  3. Claim period and claim amount,
  4. PAYE/employee number (optional).

### I have fewer than 100 furloughed members of staff – what do I do?

If you have fewer than 100 furloughed staff – you will need to input information directly into the system for each employee.

### I have more and 100 furloughed members of staff – what do I do?

If you have 100 or more furloughed staff – you will need to upload a file with information for each employee; HMRC will accept the following file types: .xls .xlsx .csv .ods.

### I have/want an agent to act on my companies behalf – what do they need to do?

If you want an agent to act for you please note:

- agents authorised to act for you on PAYE matters can make the claim on your behalf using their ID and password
- you will need to tell your agent which UK bank account you want the grant to be paid into, in order to ensure funds are paid as quickly as possible to you.

### Keep all records and calculations

You should retain all records and calculations in respect of your claims. HMRC reserve the right to conduct audits on your claims.

For full details on claiming for your employees' wages through the Coronavirus Job Retention Scheme, visit the government website [here](#).

### About the Black Country Chamber of Commerce

The Black Country Chamber of Commerce (BCCC) is here to support businesses to connect and succeed. Accredited by the British Chambers, we have acted as the voice of local business for over 160 years.

BCCC is headquartered in Wolverhampton and covers all areas in the Black Country (Walsall, Wolverhampton, Dudley and Sandwell).

### Get in touch:

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By telephone:  
01902 912 322 (COVID-19 Business Helpline)