

COVID-19

BUSINESS SUPPORT UPDATE

Issue 6, 20 April 2020

CORONAVIRUS JOB RETENTION SCHEME: OPEN FOR APPLICATIONS

As of 17 April 2020, the UK government has extended the Coronavirus Job Retention Scheme (CJRS) by one month until the end of June 2020, to reflect the recent extension in social distancing measures. This is the first extension to the scheme and it will be kept under government review with potential for further extensions. The scheme is open as of TODAY.

We have included information below to clarify if you are eligible and, if so, to help you with your application.

For enquiries relating to applications for the Coronavirus Business Support Fund, please email:
business.rates@south-ayrshire.gov.uk

For other COVID business support enquiries email: COVID19.BusinessSupport@south-ayrshire.gov.uk
or call: 01292 616 349

HOW THE CJRS SCHEME WORKS

If you cannot maintain your current workforce because your operations have been severely affected by coronavirus (COVID-19), you can furlough employees and apply for a grant that covers 80% of their usual wages, up to a maximum of £2,500. This will be backdated from 1 March 2020. You can only claim for furloughed employees who were on your payroll on or before **19 March 2020**, and which were notified to HMRC on an RTI (Real Time Information) submission on or before then.

WHO CAN APPLY TO THE CJRS

CJRS is applied for via HMRC. To claim, you must have:

- registered for PAYE online
- a UK bank account

HOW TO APPLY TO THE CJRS

The portal for applications is open and can be accessed [HERE](#).

To complete the claims process, you will require the following information:

- Government Gateway user ID and password (this is issued when firms register for PAYE online)
- UK bank account number and sort code
- 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 currently claimed for, including employer National Insurance contributions and employer minimum pension contributions
- phone number

You also need to provide your:

- corporation tax unique taxpayer reference OR
- self-assessment unique taxpayer reference OR
- company registration number

IF YOU ARE CLAIMING FOR MORE THAN 100 FURLOUGHED EMPLOYEES

If you are claiming for more than 100 furloughed employees, you 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) and
- the full amount claimed

The format of the file to be uploaded must be .xls, .xlsx or .csv

IF YOU REQUIRE FURTHER INFORMATION

The government has also published a guidance document on the CJRS application process which is available [HERE](#).