

Coronavirus Job Retention Scheme

The Coronavirus Act 2020 (Sections 71 and 76) has been published [here](#)

Are you ready to make a claim for your employees' wages through the Coronavirus Job Retention Scheme?

You need to be enrolled for PAYE online and have a linked Government Gateway account with your user ID and password. Contact your payroll provider to ensure they have this set up and advise them which bank account you would like the subsidy to be paid into.

To claim you will need:

- your bank post code
- your calculation on the amount you are claiming
- your employer PAYE reference number
- the number of employees being furloughed
- National Insurance Numbers for the furloughed employees
- Names of the furloughed employees
- Payroll/employee number for the furloughed employees (optional)
- your Self-Assessment Unique Taxpayer Reference or Corporation Tax Unique Taxpayer Reference or Company Registration Number
- 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

If you have further questions we recommend you contact your accountant.