
Coronavirus Job Retention Scheme - Update from HMRC

HMRC have issued further guidelines on the process of claims the furlough payments under the 'Job Retention Scheme'. The advice includes the following:

Save and return option now added

In response to feedback received from businesses using the service, they added a 'save and return' option. This means that you can now return to a partially completed claim, rather than having to do it all in one go.

Avoiding common mistakes

When you make a claim through the Coronavirus Job Retention Scheme, you will receive the funds within six working days after you apply, provided your claim matches records that HMRC hold for your PAYE scheme. Making sure that you submit our claim correctly will reduce the chance of any delayed or wrong payments.

These steps should help the process as simple as possible:

- check your calculations each time you submit a claim, in case any details have changed
- only submit one claim per pay period – you can't submit another claim for overlapping periods; this means that in each claim you should include all furloughed employees paid during that period
- if you have missing National Insurance numbers for employees, do try and find them so it doesn't delay your claim; if an employee doesn't have a National Insurance number yet, you should contact HMRC in order to complete your claim; go to GOV.UK and search for 'get help with the Coronavirus Job Retention Scheme' to find out how to contact us
- double check all of the information in the claim before you submit it, including your bank details

HMRC understand that sometimes you might make an error in your claim, and they are working on a process to enable you to amend a claim. In the meantime, please don't amend your next claim to reflect any errors that you may have made in a previous one, as this could delay payment. If HMRC spot an error then, where possible, we'll contact you or your agent to correct the claim.

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