

## HMRC portal - screenshots

The HMRC portal to claim grants under the Coronavirus Job Retention Scheme launched on 20 April 2020.

Detailed below are the screenshots for the claimant to go through.

It is important to note that individual claims need to be submitted for each payroll period (e.g. month). This means for the two periods as follows:

It should be noted that it is possible to claim for two periods separately today :-

1. For the period ended 31 March 2020 and
2. For the period ending 30 April 2020

Please note the calculator in the guidance assumes calendar days but most payrolls run on working days. This could mean the calculator produces a figure higher than the 80% wages an employee actually gets for part month. So, you will need to, either:

- Calculate grant based on working days, or
- Manually adjust grant to limit to amount paid

**Screenshot 1** - Declaration that you understand and will abide by the rules of the scheme

No actual screenshot

**Screenshot 2** - Has the employer furloughed any employees due to COVID-19? NB furloughed employees cannot do any work.



**Screenshot 3** - Does the employer submit a Company Tax return and is registered for Self Assessment?

<p><b>Does the employer submit a Company Tax Return?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><a href="#">Continue</a></p> <p><a href="#">Get help with this page</a></p>	<p><b>Is the employer registered for Self Assessment?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><a href="#">Continue</a></p> <p><a href="#">Get help with this page</a></p>
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**Screenshot 4** - Enter the employer's Self Assessment Unique Taxpayer Reference

**Enter the employer's Self Assessment Unique Taxpayer Reference**

This is 10 numbers, for example [1234567890](#). It will be on tax returns and other letters about Self Assessment. It may be called 'reference', 'UTR' or 'official use'. You can [find a lost UTR number](#).

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**Screenshot 5** - What is the claim period? (Note: you can only make one claim per claim period)

**about the claim period**

This refers to a period in which the employer has made or will make one or more payments to the furloughed employees.

If the employees have been furloughed for a minimum of 3 weeks, the employer can claim for 80% of their wages, up to a cap of £2,500 per employee plus the cost of employer National Insurance contributions and pension contributions (up to the level of the minimum automatic enrolment employer pension contribution).

You must tell us about all employees who are furloughed in the claim period. This should include furloughed employees who are paid weekly, every two weeks, or monthly. You will not be able to make another claim for the same claim period.

Screenshot 6 - Enter the dates of the claim period

**Tell us about the claim period**

Start date  
For example 1 3 2020

Day Month Year

End date  
For example 31 3 2020

Day Month Year

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Screenshot 7 - You can enter a date which ends up to 14 days ahead, but no more (i.e. if the furlough is more than a month, submit one claim per month)

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Coronavirus Job Retention Scheme

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**There is a problem**  
The claim period end date cannot be more than 14 days in the future

Screenshot 8 - Confirm the claim period (Note: from now on there is a warning that any changes will mean you have to start again)

**Confirm the claim period**

**!** If you need to change this answer before submitting this claim, you will need to restart and all your answers will be deleted

Claim period: **1 April 2020 to 30 April 2020**

[Change the claim period](#)

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### Screenshot 9 - How many employees?

**How many employees have been furloughed in the period you are claiming for?**

You must tell us about all employees on a leave of absence in the period you are claiming for.

**Continue**

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### Screenshot 10 - Enter the amount being claimed (Note: work this out before you start)

**Gross furlough amount**  
80% of the furloughed employees' wages up to a monthly cap of £2,500 per employee. This does not include the employer National Insurance contributions or pension contributions.

£

**Employer National Insurance contributions**  
Paid on 80% of the furloughed employees' wages in the claim period

£

**Employer minimum pension contributions**  
Paid on 80% of the furloughed employees' wages in the claim period

£

**Continue**

### Screenshot 11 - Details of each employee (must be entered one by one unless you are submitting 100 or more) – National Insurance Number must be entered

**Employee details**

1 of 1 employees

**Full name**

**National Insurance number**  
It can be found on an employees National Insurance card, benefit letter, payslip or P60. For example, 'QQ 12 34 56 C'

**Payroll number (optional)**

**Continue**

Screenshot 12 - What type of bank account?

**How many employees have been furloughed in the period you are claiming for?**

You must tell us about all employees on a leave of absence in the period you are claiming for.

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Screenshot 13 - What is the employer's address?

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**Find the address associated with the employer's bank account**

UK postcode

[The address does not have a UK postcode](#)

Property name or number (optional)  
For example, The Mill, 116 or Flat 37a

[Find address](#)

Screenshot 14 - Who should HMRC contact if necessary?

**Who should we contact about this claim?**

We will only use this if we need to contact the employer about their Coronavirus Job Retention Scheme claim.

Full name

Telephone number

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## Screenshot 15 - Declaration that claim is correct and that employees will be paid wages in the next payroll

**Declaration**

By submitting your claim, you are confirming the following:

- you are claiming costs of employing furloughed employees arising from the health, social and economic emergency resulting from coronavirus
- your claim is in accordance with HMRC's published guidance
- the information you have provided is correct, to the best of your knowledge
- all employees have been paid their wages before the claim was submitted, or will be paid in the next payroll
- if any of this information changes, you will contact HMRC to amend the claim

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## Screenshot 16 - Confirmation screen (Note – please print it)

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**Coronavirus Job Retention Scheme**

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**Claim submitted**

Claim reference: