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

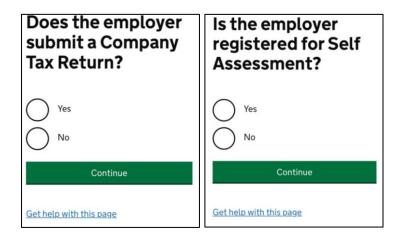
Screenshot 2 - Has the employer furloughed any employees due to COVID-19? NB furloughed employees cannot do any work.

Has the employer 'furloughed' any employees because of the Coronavirus (COVID-19) outbreak?

'Furlough' refers to employees who have been asked to stop working for at least 3 weeks, but who are still being kept on their employer's payroll. This can include employees who have been made redundant between 28 February 2020 and 19 March 2020, but have now been rehired and furloughed by the employer.

To be eligible, the furloughed employee can not do any work for or on behalf of the employer whilst they are on a leave of absence. This includes providing services or generating revenue.

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



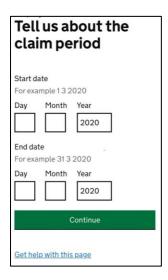
Screenshot 4 - Enter the employer's Self Assessment Unique Taxpayer Reference



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.

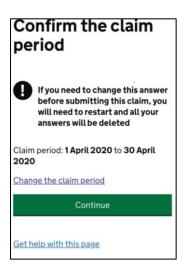
Screenshot 6 - Enter the dates of the claim period



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)



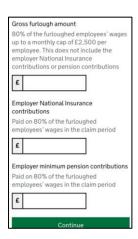
Screenshot 8 - Confirm the claim period (Note: from now on there is a warning that any changes will mean you have to start again)



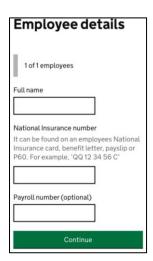
Screenshot 9 - How many employees?



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



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



Screenshot 12 - What type of bank account?



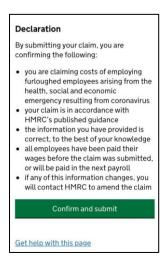
Screenshot 13 - What is the employer's address?



Screenshot 14 - Who should HMRC contact if necessary?



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



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

