**Coronavirus Job Retention Scheme**

**Repayment Details**

You can only submit one claim at least every 3 weeks, which is the minimum length and employee can be furloughed for. Claims can be backdated until 1st March if applicable

|  |  |
| --- | --- |
| Business Name: |   |
| **Claim Overview** |
| Number of Employees Furloughed: |   |
| Claim Start Date: |   |
| Claim End Date: |   |
| **Bank Account Details** |
| Account Name: |   |
| Account Number: |   |
| Sort Code:  |   |
| Address Associated with Bank Account: |   |
| **Contact Details** |
| Name: |   |
| Number: |   |

**Furloughed Employees**

As an employer you have identified the need to Furlough employees. To be able to process this for you, we will require the below information for any employees which fall into this category.

Please use block capitals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** | **Employee National Insurance Number** | **Furlough Start Date** | **Furlough End Date** | **20% top up to be applied by employer (Y/N)** |
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By submitting this document, you confirm that the information given in this form is true, complete and accurate. You the employer have identified which employees are to be furloughed and they will not be undertaking any work for or on behalf of you the employer during this period in accordance with the Coronavirus Job retention Scheme.