**Coronavirus Job Retention Scheme: 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 First Name | Employee Surname | Employee National Insurance Number | Employment Start Date | Furlough Start Date | Furlough End Date | Calculation based same months earning from previous year \* (Y/N) | Calculation based on average monthly earnings from 19/20 tax year \*  (Y/N) | 20% top up to be applied by employer (Y/N) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*only applicable to employees who work varied hours