

Subject: CoronaVirus Update No24
Date: Monday, 20 April 2020 at 13:42:27 British Summer Time
From: EHA Secretary
Attachments: image001.png

Dear Member

Please see the following update:

HMRC Portal OPEN

The HMRC is now receiving claims for Furloughed Staff' via your normal online account or via the yougov.uk link below. The system is able to cope with 450,000 claims an hour, but **you will need to be patient.** (The system has already crashed several times this morning.)

[HMRC Link to claim for furloughed staff.](#)

To claim, you will need:

- your employer PAYE reference number
- the number of employees being furloughed
- National Insurance Numbers for the employees you want to furlough
- Names of the employees you want to furlough
- Payroll/works number for the employees you want to furlough
- your Self-Assessment Unique Taxpayer Reference or Corporation Tax Unique Taxpayer Reference or Company Registration Number
- the claim period (start and end date)
- amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- your bank account number and sort code
- your contact name
- your phone number

You will need to calculate the amount you are claiming. Please be aware that HMRC will retain the right to retrospectively audit all aspects of your claim.

For the latest government guidance, [check here.](#)

Detailed advice on how to calculate is here under different circumstances and how to calculate hourly paid staff:

<https://www.gov.uk/guidance/work-out-80-of-your-employees-wages-to-claim-through-the-coronavirus-job-retention-scheme>

As always if you have any feedback or need help, please do not hesitate to contact us.

Take care & kind regards

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Yvette Cowderoy

Association Secretary

Telephone: 01323-649303 / 07703-331330

Email: secretary@eastbournehospitality.com

Website: www.eastbournehospitality.com

