



Government Guidance on Business Support Schemes for Corona Virus – 11th April 2020

Dear Client,

HMRC have issued more guidance in preparation for making a claim under the Job Retention Scheme (i.e. claim 80% of your employees' wages). If you have employees, please follow these steps and have the information ready when the scheme opens:

We want to help you get ready to make a claim under the Coronavirus Job Retention Scheme.

If you're eligible for the scheme, there are things that you can do now to be ready when the system is up and running later this month.

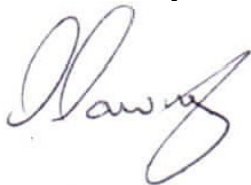
You'll need to provide the following to make a claim:

1. *The bank account number and sort code you'd like us to use when we pay your claim.*
2. *The name and phone number of the person in your business for us to call with any questions.*
3. *Your Self-Assessment UTR (Unique Tax Reference), Company UTR or CRN (Company Registration Number).*
4. *The name, employee number and National Insurance number for each of your furloughed employees.*
5. *The total amount being claimed for all employees and the total furlough period.*

The scheme will open on 20th April 2020.

We will be here to help and support you throughout this difficult period.

Yours sincerely



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