

A THE JOB SUPPORT SCHEME CLAIM FORM – Version 1

SOLE TRADER OR PARTNERSHIP VERSION

Please complete all details marked with a *

PERIOD OF CLAIM*: <small><i>This needs to be the payroll cut off dates e.g 01/11/2020 to 30/11/2020</i></small>	<small>Guidance notes: The period of claim is the start date of the furlough to the end date. This could be different for each employee and should be outlined below. If you are also a client of The John Doyle Partnership we will have the details of your UTR and company registration numbers on record so leave these boxes blank. If you are 'Paytec only' then please provide this data. The bank details need to be written clearly so that no mistakes are made. Please write in the employee's full name. We have a record of employee numbers and NI numbers so leave these fields blank. The start of furlough date will be 'continuing from last claim' or the start date of this furlough period. The end of furlough date will be the final day of the furlough period or you can write the words 'continuing to next claim' in the field. Please e-mail if you have any questions. As of 1st November 2020, employees can continue to be flexi-furloughed on a part-time basis but they must work a minimum of 20% of their normal hours. The employee needs to have been on the payroll at some point between 6th April 2019 and 23rd September 2020. Employer's may ask employees to work some of their original contracted hours (a minimum of 20%) and pay furlough for the remaining days/hours in which the employee cannot work. If you are taking advantage of this, please ensure that you clearly state the hours/days that your employee would have been contracted originally and the hours/days they are able to work moving forward. It is vital that this detail is clear as it will affect the calculation of the claim. If you need more space to explain each case, please accompany this form with a letter or email showing the further details. As an example an employee working and being paid for 20% of their normal hours will qualify for a further 66.7% of the remaining 80% of their contract. This is funded by 5% from the employer and 61.7% from the UK Government. The employer must continue to pay pension and NI costs.</small>
CONTACT NAME*:	
COMPANY NAME*:	
TELEPHONE NUMBER*:	
INDIVIDUAL UTR (TEN DIGITS):	
PARTNERSHIP UTR (TEN DIGITS):	
BANK NAME*:	
BANK SORT CODE*:	
BANK ACCOUNT NUMBER*:	

B EMPLOYEE DETAILS:

If an employee has multiple furloughed periods please use additional lines.

EMPLOYEE NAME	EMP NO	NI NUMBER	START OF FURLOUGH if continued from last claim please state	END OF FURLOUGH if continued into next claim please state	HOURS/DAYS CONTRACTED	OPEN GRANT ONLY HOURS/DAYS ACTUALLY WORKED	PLEASE INDICATE IF YOU ARE CLAIMING THE JSS OPEN OR THE JSS CLOSED GRANT. IT IS ONLY POSSIBLE TO MAKE A CLOSED CLAIM IF THE BUSINESS HAS BEEN LEGALLY FORCED TO CLOSE UNDER UK GOVERNMENT RESTRICTIONS
Employee X			continued	07/11/20		08/11/20-30/11/20	Open. End of Furlough. Worked 10 days
Employee Y			20/11/20	continued			Open. Refurloughed
Employee Z			continued	continued	140 HRS	56 HRS	Open. Flexi Furlough. Works 2 days per week from 01/11/2020

DECLARATION: I understand that I can only claim for furloughed employees that were on my PAYE payroll at some point between 6th April 2019 and 23rd September 2020. Employees hired after this date cannot be furloughed and have not been claimed for in accordance with this scheme. Employees listed as Flexi Furloughed have their hours or days worked indicated.

SIGNED AND DATED:

