

### **Redundancy: Your entitlement and how to claim**

- The Redundancy Payments Service (RPS) was set up by the government to allow ex-employees to get some of their redundancy entitlement if their employer is insolvent and can't pay it
- We pay you from the National Insurance Fund up to the maximum amount allowed set by the government. Any more money you are owed may be settled out of any available funds from your former employer via the Insolvency Practitioner
- Any money we pay you we try to recover from your former employer for the benefit of the tax payer
- Our target is to pay you within 6 weeks of receiving your claim and verifying your details with your former employer

### **What you can claim**

- You can claim for: redundancy pay, any unpaid wages, holiday pay and unpaid statutory notice pay

### **Go online to make your claim: [www.gov.uk/applyforredundancy](http://www.gov.uk/applyforredundancy)**

- You can fill in the online form using whatever device you normally use to access the Internet – PC, smartphone, tablet etc
- It takes between 20 and 60 minutes to complete, depending on what you wish to claim. You can't save and return to the online claim. It will time-out after 2 hours of inactivity

- Visit: **[www.gov.uk/applyforredundancy](http://www.gov.uk/applyforredundancy)**.
- You will be asked to sign in using your government identity profile; if you haven't got one then you can register through our service
- The unique reference for your former employer is:  
**Fast Flicks Ltd is CN00005463**  
You will need this to complete the online claim
- You will need an email address, which we will use to contact you about your claim

### **What if you can't go online**

- If you do not have access to the Internet at home, ask your family and friends to see if they can help
- You might like to consider visiting your local public library or Citizens Advice Bureau, which will usually offer Internet access
- If you're unable to go online, call us on 0330 331 0020. If you cannot complete your form online it may take longer to process your claim and will delay you receiving your payment

### **Security of your data online**

- We take data security very seriously to ensure that your details remain private. Our privacy policy is available here:  
[www.gov.uk/applyforredundancy/privacy](http://www.gov.uk/applyforredundancy/privacy)

### Redundancy pay

- You must have 2 years continuous employment with your employer to qualify for redundancy pay from the government
- The number of weeks used to calculate your payment depends on your age and the number of full years' you've worked for your employer
- Redundancy pay under £30,000 is not taxable or liable to national insurance deductions but other payments may be

### Wages owed

- You can claim up to a maximum of 8 weeks' worth of unpaid wages
- Wages owed can include unpaid bonuses or commission, and bounced cheques or failed payments, but do not include expenses
- You can choose the 8 weeks that you are owed the most money for – they do not have to be consecutive weeks
- Income tax and National Insurance at the basic rate are deducted from this payment

### Holiday pay

- You can claim up to a maximum of 6 weeks' worth of holiday pay
- Holiday pay includes holidays taken and not paid, and holiday that you are owed up to the date your employment finished
- Income tax and National Insurance at the basic rate are deducted from this payment

**Compensatory Notice Pay (CNP)** - this is a payment given to you when you have not been given full or any notice that your job was ending

- If you don't work your full notice period or don't get notice from your employer, you can claim for your statutory notice period only. Any contractual notice should be claimed separately in the insolvency proceedings. As part of your online claim you will be asked if you wish to claim for CNP
- If you do wish to claim, **you should sign on for any state benefits or allowances you may be entitled to. You should claim Jobseeker's Allowance as soon as your job finishes as you may not be able to backdate your claim**
- You will be entitled to 1 weeks notice after 1 month's employment, going up to 1 weeks notice per year you were employed (up to a maximum of 12 weeks)
- If you choose to claim for CNP, we will send you an email when you can go online to claim for this. You will not receive this until after the end of your notice period
- See more details here: <https://www.gov.uk/redundant-your-rights/notice-periods>

### Contacts

- Phone: RPS helpline on 0330 331 0020
- Email: [redundancyclaims@insolvency.gsi.gov.uk](mailto:redundancyclaims@insolvency.gsi.gov.uk)