



Claiming for redundancy and monies owed online

What you need to take along when you complete your claim

- ☐ The date of your redundancy
- ☐ The date of your last working day
- ☐ Your bank account details (so you can be paid)
- ☐ Your email address
- ☐ The case reference number starting CN (contact your Insolvency Practitioner if you don't have one)
- ☐ Your National Insurance number

Fill in these details before you go to complete your claim

About your employment

Start date

Rate of pay

Breaks in employment

The dates of any break in employment (including strikes or working abroad), not sickness or maternity

Dates	Number of days
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Details of holiday allowance

Start date of your holiday year

How many days holiday, **including bank holidays**, were you entitled to this year

Amount of holiday carried over from last year

Amount of holiday you've taken so far this year, **including bank holidays**

Dates of any holidays you haven't been paid for Number of days
this year

Details of wages, overtime or commission you haven't been paid

Dates you haven't been paid for Number of days Amount owed £

Other useful information

The following items (if you have them) may help you in completing your claim:

- ☐ Contract of employment
- ☐ Recent payslips
- ☐ Timesheets