



# 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


### **Details of wages, overtime, bonus 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