




Information for redundancy and insolvency claimants

Information for employees of **Company name**

1. visit **www.gov.uk/claim-redundancy**
2. click on 
3. verify your identity
4. enter case reference **CN00005463**

What can I claim for?

You **can** claim for any of these redundancy or insolvency payments:

- redundancy pay
- unpaid wages
- holiday pay
- unpaid notice pay

You **cannot** claim for:

- sick pay

Is it safe to make a claim online?

We take data security seriously to ensure your information is private.

www.gov.uk/insolvency-service/personal-information-charter

What if I am unable to get online?

Completing a claim online helps us to process any payment you are owed faster. If you have trouble getting online you should:

- ask your family and friends for help
- visit your local public library or Citizens Advice Bureau
- call us on 0330 331 0020

Please see the reverse of this sheet for more information.

Details of redundancy and insolvency payments

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

- Anyone 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 (20%) are deducted from this payment

Holiday pay

- Anyone 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 (20%) are deducted from this payment

Compensation for loss of notice

- You must be given notice if you have worked for your employer for more than one month
- You can claim for a statutory notice period if you were not given the full notice required
- Any contractual notice should be claimed separately in the insolvency proceedings
- You should claim Jobseeker's Allowance as soon as your job finishes as you may not be able to backdate your claim
- See more details here www.gov.uk/redundant-your-rights/notice-periods

Frequently asked questions

Q. How long does it take to complete a claim form online?

A. It takes between 20 and 60 minutes to complete depending on what you wish to claim.

Q. Can I save my claim and return to it later?

A. No. You have 2 hours to complete your claim once you start.

Q. How soon will I be paid if my claim is successful?

A. We aim to pay you within 6 weeks of receiving your claim and verifying your details.

Q. Where does the money come from?

A. Payments are made from the National Insurance Fund.

Q. Will I get my full weekly pay?

A. We can only pay up to a maximum of £264 per week.

Contact information

Redundancy Payments Service
PO Box 16685
Birmingham
B2 2LX

RPS helpline 0330 331 0020
redundancyclaims@insolvency.gsi.gov.uk
www.gov.uk/claim-redundancy