



Completing your notice claim online

! As part of your recent redundancy claim you said that you wished to claim compensation for the loss of your statutory notice. As the notice period is nearing its expiry you are now eligible to send this claim.

To complete your claim:

1. visit notice.redundancy-payments.org.uk/claims/start
2. click on **Start now**
3. enter your National Insurance number and your 10 character reference number beginning LN, printed on the front of the form sent to you by post

Go online to complete
your claim

What if I am unable to get online?

If you have trouble getting online you can:

- ask your colleagues, family and friends for help
- visit your local public library or Citizens Advice Bureau, or to find your nearest location to use the internet call 0800 771234
- call us on 0330 331 0020 and select option 2

What do I need to make a claim?

You will need the following to make a claim:

- your National Insurance number
- your email address

If you don't have an email address you will need to obtain one. We will use this to contact you.

Details of compensation for loss of notice pay

- You must be given notice if you have worked for your employer for more than one calendar month
- You can claim for statutory notice 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 if entitled, as soon as your job finishes as you may not be able to backdate your claim
- For more information please visit <https://www.gov.uk/redundant-your-rights/notice-periods>



Frequently asked questions

Is it safe to make a claim online?

We take data security seriously to ensure your information is private. For more information visit www.gov.uk/insolvency-service/personal-information-charter

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

It takes between 10 and 20 minutes depending on the amount of information you provide.

Can I save my claim and return to it later?

No. If you don't enter any information for more than 30 minutes, then your session will time out and you'll need to start again

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

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

Where does the money come from?

Payments are made from the National Insurance fund

Will I get my full weekly pay?

We can only pay up to a maximum of £464 per week, and we have to deduct any new earnings or benefits you have earned or received during the notice period

Who can I ask for help?

You can contact us in the following ways:

- email us at redundancypaymentsonline@insolvency.gsi.gov.uk
- visit us online at www.gov.uk/insolvency-service
- call the Redundancy Payments Service Helpline on 0330 331 0020 and select option 2

Why complete the online form?



Completing the online form means that you will be paid sooner.

Payments from online applications are dealt with on average 5 days quicker than paper forms, due to the administration time needed to re-enter, process and mail the paper version of the form. If you do not wish to complete your application online, complete the paper form and return it to the address on the back of the form.

