**Completing your loss of notice claim online**

Complete this form if you believe you are entitled to compensatory notice pay. For your claim to be processed, we need to know about any income you receive in the notice period.

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| **Please ignore this letter if you’ve already submitted your claim for loss of notice online** |

You have told us you wish to claim compensation for loss of notice following your recent redundancy.

You can now complete your claim online. Online claims are paid on average 5 times quicker than paper claims.

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| **To start a claim**   1. Visit [notice.redundancy-payments.org.uk/claims/start](https://notice.redundancy-payments.org.uk/claims/start) 2. Click **Start now** |

**What you need to make a claim online**

To complete your claim online you need:

* your email address
* your claim reference number (this can be found on the enclosed paper form)
* your National Insurance number
* details of any money you earned during the notice period
* details of any benefit payments you received or were entitled to during the notice period

**Completing your claim**

Completing a claim takes between 10 and 20 minutes.

If you don’t enter any information for more than 30 minutes, your claim will time out and you’ll need to start again.

**Receiving your payment**

The maximum statutory notice entitlement is £464 per week. Any earnings or benefits you receive during the notice period will be deducted.

We aim to pay 80% of claims within 21 days.

**Contact us**

Please quote your claim reference (eg LN12345678) or National Insurance number when contacting us.

* Email : [redundancypaymentsonline@insolvency.gsi.gov.uk](mailto:redundancypaymentsonline@insolvency.gsi.gov.uk)
* Website: [www.gov.uk/insolvency-service](http://www.gov.uk/insolvency-service)
* Telephone: 0330 331 0020 (select option 2)

Opening hours are 9am to 5pm, Monday to Friday

**If you’re unable to get online**

If you’re having difficulty getting online you can:

* ask someone you know to help
* call 0800 771234 to find your nearest internet location
* check if your local library or Citizens Advice Bureau can help you
* contact us on 0330 331 0020 and select option 2

If you don’t wish to complete your claim online you can still use the enclosed paper form. This should be returned to the address on the back of the form.