**Completing your loss of notice claim online**

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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

**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.