**Completing your loss of notice claim online**

Complete this form if you believe you are entitled to compensation for loss of notice, following your recent redundancy claim.

To process your claim, we need to know about any income during your statutory notice period.

You can now complete your claim online. It makes no difference to your claim if you apply online or using the paper form, although the forms are slightly different. Online claims are processed more quickly 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)   1. Click **Start now** 2. Enter your National Insurance number 3. Enter the claim reference printed at the top of the paper form we sent you | Your claim reference number is at the top of the paper form |

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

To complete your claim online you need:

* your email address
* 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.

Give us the best answers that you can provide.

**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.

**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
* get help from us with the details below

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.

**Contact us**

Please quote your claim reference 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