

**Keakie.**

**Furlough Steps**

# Furlough Steps

- Visit HMRC “Claim for Wages”
- Scroll down
- You will pass a few paragraphs of content.
- Click “Claim Now”

Guidance

## Claim for wages through the Coronavirus Job Retention Scheme

Claim for some of your employee’s wages if you have put them on furlough or flexible furlough because of coronavirus (COVID-19).

From: [HM Revenue & Customs](#)  
Published: 20 April 2020  
Last updated: 1 April 2021, [see all updates](#)

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- [How to claim](#)
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The Coronavirus Job Retention Scheme has been extended until 30 September 2021. [Find out more about how the scheme is changing.](#)

Claims for furlough days in March 2021 must be made by 14 April 2021.

You can no longer submit claims for claim periods ending on or before 31 October 2020.

Claim now

English | [Cymraeg](#)

### Related content

- [Check if you can claim for your employees' wages through the Coronavirus Job Retention Scheme](#)
- [Calculate how much you can claim using the Coronavirus Job Retention Scheme](#)
- [Check which employees you can put on furlough to use the Coronavirus Job Retention Scheme](#)
- [Find coronavirus financial support for your business](#)
- [Financial support for businesses during coronavirus \(COVID-19\)](#)
- [Detailed guidance](#)
- [Steps to take before calculating your claim using the Coronavirus Job Retention Scheme](#)
- [Calculate how much you can claim using the Coronavirus Job Retention Scheme](#)

# Furlough Steps

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- Sign in using Government Gateway
- You will have to provide a Gateway user ID
- And a password
- Click “Sign in”
- You will be sent an access code by email / text
- Enter the access code on the next screen

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## Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

# Furlough Steps

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- Check the scheme name and PAYE reference.
- Click “Confirm”

Employer PAYE reference: 120/GB84962

**Confirm the employer scheme you want to make a claim for**

Scheme name	KEAKIE LIMITED
Employer PAYE reference	120/GB84962

[Make a claim for a different employer scheme](#)

Confirm

# Furlough Steps

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- Click “Start a new claim”

Employer PAYE reference: 120/GB84962

## Your Coronavirus Job Retention Scheme claims

[View previous claims](#)

If you claimed too much money in a previous claim, you should pay it back to HMRC. You can:

- deduct the amount you overclaimed from your next claim, if you still need to claim for furloughed employees
- [tell us about an overclaim or make a voluntary repayment](#) if you do not need to make any more claims

You have not started any claims yet

Start a new claim

# Furlough Steps

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- Click the month that you are going to claim for
- In Keakie's instance, this will be the current month in which the claim is being made
- Note that a claim can only be made from the 14th of each month
- Click save and continue

Employer PAYE reference: 120/GB84962

## Which month do you need to claim for?

The last day you could submit a claim for March was 14 April 2021. If you missed this claim deadline, you should [read about the reasonable excuses that HMRC may consider and how to ask to submit a late claim.](#)

☐

April

April claims must be made by 14 May 2021.

☐

May

May claims must be made by 14 June 2021.

Save and continue



# Furlough Steps

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- Read through the following information
- Click continue

Employer PAYE reference: 120/GB84962

## **For May, you can claim 80% of the furloughed employees' wages**

This page has been updated to include information about employer contributions

Remember:

- you can claim 80% of the employees' wages up to a cap of £2,500 for the hours they are on furlough
- Income Tax and National Insurance are still due on payments you make to the employee, including payments using a CJRS grant – the employer must still deduct these and pay them to HMRC in their PAYE bill
- you cannot claim for employer National Insurance and pension contributions, but the employer must still pay these
- May claims must be made by 14 June 2021

Continue

# Furlough Steps

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- Read through the following information
- Click accept and continue

Employer PAYE reference: 120/GB84962

## Disclaimer

The Coronavirus Job Retention Scheme allows employers to claim for a percentage of their furloughed employees wages who were put on temporary leave because of the coronavirus (COVID-19) outbreak.

HMRC will check your claim. Payments may be refused or may need to be repaid in full to HMRC if:

- the claim is not made in line with HMRC's [guidance for employers](#)
- the furloughed employees are not paid at least 80% of their wages
- the employer claims for days when a furloughed employee was serving a contractual or statutory notice period for them
- the claim is fraudulent, abusive or paid in error
- the claim includes inaccurate or dishonest information

Accept and continue



# Furlough Steps

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- Read through the following information
- Click continue

Employer PAYE reference: 120/GB84962

## **HMRC will publish some of the employer's claim information**

As part of HMRC's commitment to transparency and to deter fraudulent claims, we will publish information about employers who claim for December onwards on the Coronavirus Job Retention Scheme. The following information will be published on GOV.UK:

- the employer name
- an indication of the value of the claim
- the company number for companies and Limited Liability Partnerships (LLP)

HMRC will also be improving the information available to employees by including details of claims made for them in their Personal Tax Account (PTA).

HMRC will not publish these details on GOV.UK if the employer can provide evidence that it would cause serious risk of violence or intimidation to certain individuals, or any individual living with them. You can read more about [what evidence you would need to provide \(opens in a new tab\)](#).

Continue

# Furlough Steps

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- Read through the following information
- Select Yes

Employer PAYE reference: 120/GB84962

## **Does this employer have any employees on full or flexible furlough?**

“Flexible furlough” refers to when the employer has brought employees back to work for some of their usual working hours. This can be for any amount of time and any shift pattern. You must keep a record of these hours.

You can make a claim for employees on full or flexible furlough if:

- they were on the employer’s payroll on 2 March 2021
- the employer does not claim for any days when the employee was serving a contractual or statutory notice period for them
- they do not do any work for or on behalf of the employer during the time they are on furlough

☐ Yes ☐ No

# Furlough Steps

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- Read through the following information
- Select Yes

Employer PAYE reference: 120/GB84962

**Will each furloughed employee in this claim receive at least 80% of their wages?**

For May claims, you can claim 80% of the employees' wages up to a cap of £2,500 for the hours they are on furlough, but the employer must pay the furloughed employees at least 80% of their wages. They can choose to pay them more than 80%, but they do not have to.

☐

Yes

☐

No

# Furlough Steps

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- Read through the following information
- Select Yes

Employer PAYE reference: 120/GB84962

**Will the employer pay their employer  
National Insurance and pension  
contributions?**

**!** You can no longer claim for employer National Insurance and pension contributions, but the employer must still pay these

☐ Yes ☐ No

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- Cross reference the employer’s details tab
- Select Continue

Employer PAYE reference: 120/GB84962

## Confirm the employer’s details

Employer name	KEAKIE LIMITED
Submits a Company Tax Return?	No
Registered for Self Assessment?	No
Registered with Companies House?	Yes
Company Number	10179827

Continue



# Furlough Steps

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- Check the claim period
- Select Continue

Employer PAYE reference: 120/GB84962

## About the claim period

The claim period:

- must start and end within the same calendar month
- must be at least 7 days long, unless you are claiming for the first few days or the last few days in the month
- must not overlap with a previous claim
- must include all employees on full and flexible furlough

You do not need to tell us the start date of your claim period. If this is your first claim in the month, the start date will be the 1st of the month. If this is not your first claim in this period, then this claim will start the day after the last claim ended.

You can usually make a claim up to 14 days before the claim period end date. The end of the claim period is not when the employees' furlough ends.

Continue



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- Enter the claim period
- Keakie’s claim period is the entire month
- So enter the last day of the current month
- Add the current year

Employer PAYE reference: 120/GB84962

## Enter the end date of this claim

Claim start date: **1 May 2021**

The end date can be up to 14 days from today’s date. It is not when the furlough ends.

Remember:

- you can make multiple claims of 7 days or more within a month
- you will not be able to make another claim for the same or overlapping dates
- you must include all employees on full time or flexible furlough during this claim period, including those paid weekly, every two weeks or monthly

For example 14 5 2021

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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- Enter the number of employees on furlough
- Click save and continue
- You will be asked to confirm the number of employees on furlough again
- Click continue

Employer PAYE reference: 120/GB84962

## How many employees are on furlough in this claim period?

You will not be able to make another claim for the same or overlapping dates. In this claim you must include all employees furloughed in this time, including those paid weekly, every two weeks or monthly.

Save and continue

Save as draft

# Furlough Steps

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- Check if the last claim was too much
- If there were no issues with the last claim, select No
- Click save and continue

Employer PAYE reference: 120/GB84962

**Is the employer claiming less money in this claim because they claimed too much before?**

This is known as an “overclaim”.

☐ Yes ☒ No

Save and continue

Save as draft

# Furlough Steps

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- Enter the total claim amount
- This amount is 80% of the salary of each furloughed member of staff
- Click save and continue

Employer PAYE reference: 120/GB84962

## How much do you need to claim?

This page has changed to include information about employer contributions

This is the total claim amount for all of the flexible and full time furloughed employees in this claim. HMRC will compare this amount with the information we have about the employer’s payroll.

You cannot claim for employer National Insurance and pension contributions but the employer must still pay these and their PAYE bill.

Claim amount

80% of your furloughed employees wages. This does not include employer National Insurance or pension contributions

£

Save and continueSave as draft

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- Read through the following information.
- In Keakie's instance, there are typically no members of staff on flexible furlough - so select "No"
- Click save and continue

Employer PAYE reference: 120/GB84962

## **Are any of the employees in this claim on flexible furlough?**

"Flexible furlough" refers to when the employer has brought employees back to work for some of their usual working hours. This can be for any amount of time and any shift pattern. You must keep a record of these hours.

☐ Yes ☐ No

Save and continue

Save as draft

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- Enter the details of the relevant members of staff
- Full name and national insurance number are required
- Payroll number is optional
- Click save and continue

Employer PAYE reference: 120/GB84962

## Employee details

1 of 4 employees

Full name

National Insurance number

It can be found on an employees National Insurance card, benefit letter, payslip or P60. For example, 'QQ 12 34 56 C'

Payroll number (optional)

Save and continue

Save as draft



# Furlough Steps

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- Select Business account
- Click continue

**What type of bank account  
should we pay the claim into?**

- ☐ Business account
- ☐ Personal account

Continue

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- Enter the name on the account (Keakie Ltd)
- Enter the relevant sort code and account number and select continue
- This will take you to the final page, where you review the application and click confirm
- Finally, save the application and note the application claim reference, and upload to Google Drive
- Furlough application is now complete

## Employer's bank or building society account details

Name on the account

Sort code

Must be 6 digits long

Account number

Must be between 6 and 8 digits long

Building society roll number (if you have one)

You can find it on your card, statement or passbook

Continue

