



# The British Constructional Steelwork Association Limited

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**ALL MEMBERS MEMORANDUM No. 95 - 20**

## **CORONAVIRUS JOB RETENTION SCHEME GET READY TO CLAIM**

The online claim portal for the Coronavirus Job Retention Scheme will be open on GOV.UK on **Monday 20<sup>th</sup> April 2020** after which it will be open 24hrs a day. Any firm with a UK payroll can apply. To make a claim you will need:

- a Government Gateway (GG) ID and password. If you don't already have a GG account, you can [apply for on online](#) or by going to GOV.UK and searching for 'HMRC services: sign in or register'
- be enrolled for PAYE online – if you aren't registered yet, [you can do so now](#), or by going to GOV.UK and searching for 'PAYE Online for employers'
- the following information for each furloughed employee you will be claiming for: Name, National Insurance number, claim period and claim amount, PAYE/employee number (optional)
- if you have fewer than 100 furloughed staff – you will need to input information directly into the system for each employee. If you have 100 or more furloughed staff – you will need to upload a file with information for each employee; HMRC will accept the following file types: .xls .xlsx .csv .ods.

You should retain all records and calculations in respect of your claims. You can find more information on the scheme and eligibility to claim [here](#).

**Dr D. B. Moore**  
**Chief Executive Officer**  
**BCSA**