

Government Coronavirus Job Retention Scheme

The application process for the government's Coronavirus Job Retention Scheme was launched on Monday (20th April). This reimburses 80% of salary costs of employees who have been put on furlough by their employer. It is open to companies and charities. Guidance about the scheme is available on the Methodist Church Website <https://www.methodist.org.uk/churches/employees-and-volunteers/lay-employment-advisory-information/>

If an employer meets the criteria for the scheme and has followed the appropriate 'furlough' process they are now able to make a claim to Her Majesty's Revenue and Customs (HMRC) using the Pay As You Earn (PAYE) portal. The process for this can be found at <https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>

Some treasurers have already successfully submitted their claims and should receive reimbursement from HMRC within 6 working days. If you do not know your PAYE number and you are an employer that uses the Methodist Church Payroll Bureau, the bureau team will be able to advise you of this. Please email payrollbureau@methodistchurch.org.uk N.B You will require a 'government gateway ID' in order to submit your claim. The payroll bureau do not have an ID that you can use for this purpose so you will have to set one up for your organisation.

There are 124 employing bodies that use the payroll bureau who all share the same PAYE number. These bodies are listed in the table below. Under no circumstances should any of these bodies make a claim direct to HMRC, as one single claim will need to be made by the payroll bureau on your behalf. If you are one of the 124 listed and need to make a claim please complete the attached spreadsheet and return to the payroll bureau by 11th May.

For organisations that are struggling to make a claim for themselves, the Payroll Bureau are offering a service to undertake this for you. There is no guarantee as to the length of time it will take to process any such applications as the volume of claims is unknown and we do not have additional people resource to devote to the task. If you wish to make such an application, you will need to complete the attached spreadsheet.

Notes for organisations that are completing the spreadsheet

As you will be submitting personal data by means of a spreadsheet, you will need to ensure you comply with all the necessary data protection regulations. The spreadsheet has been given a password which you can obtain from payrollbureau@methodistchurch.org.uk When returning your spreadsheet to the bureau you must ensure that the password is still in operation and not send an unprotected spreadsheet via email.

Table of Organisations who share a PAYE number

Circuit No	Circuit Name
001	Cymru
002	Billericay Meth Ch
010	MC Conn LW
013	Trinity Project Cardi
015	Christ Ch Dev Fd
018	Coventry and Nuneaton

021	South Worcestershire
022	Blackheath & Halesowe
027	Wigan
028	Leigh and Hindley
030	Rossendale
031	Walkden MC
032	Holcombe Brook MC
037	Smithy Bridge MC
038	Bristol Dist
046	North Wiltshire
050	Pontprennau Comity Ch
058	Chester&Delamere Fore
062	Market Drayton
063	Stoke-on-Trent North
065	Stoke-on-Trent South
069	Market Drayton Meth C
072	Redruth
073	Falmouth
075	Newquay/Perranporth/S
078	The Lizard and Mounts
080	Saltash Wesley MC
081	Centenary MC
086	Cleveland and Danby
090	Guisborough Methodiss
091	Great Ayton MC
096	Thetford Diss & Milde
102	Leeds (North&East)
105	Wharfedale&Aireboroug
106	Menston MC
125	High Peak
126	Glossop
127	Ashton-under-Lyne
137	East Durham
142	South West Tyneside
143	Lancashire Meth Dist
145	West Pennine Moors
151	North Lancashire
152	Chorley MC
154	Nottingham&Derby Dist
159	Borders Mission
171	Loughborough
173	Northampton
176	Peterborough
178	Amersham
179	High St MC Witney
181	Flackwell Heath MC

184	Youth Outreach Worker
192	South Molt & Ringsash
194	Teignbridge
213	Yeovil&Blackmore Vale
216	Poole Bay Ct
224	North Kirklees&Morley
231	Brownhills & Willenha
237	Dudley & Netherton MC
241	Ludlow MC Wesley Acc
245	Ryedale Methodist Cir
249	Driffield-Hornsea
252	THIRSK- NORTHALLETON
253	Copmanthorpe MC
255	Scotland Dist
257	Strathclyde Ct
260	Tendring
261	Chelmsford
264	Herts and Essex Borde
267	North Hertfordshire
268	Beds Essex & Herts
277	New River
281	Blackheath&Crystal Pa
284	Enfield
289	Croydon
290	Orpington
295	Northolt MC
296	Sunfields MC
298	Greenford MC
311	Canterbury&East Kent
313	Battle MC
316	The Gathering Place
319	New Malden Meth Ch
322	Atherton Central M/C
323	Bolton Road MC
324	Tyldesley Meth Ch
325	Upper Thames Methodis
328	Trinity Ch Newlyn
330	North Road MC Durham
331	Wesley Church Cambrid
332	Otley Meth Ch
338	New Cross Comm Church
340	Sherwell United Ch
349	New Road MC Tipton
356	HARLESDEN MC
357	CLAPHAM MC
361	Dorset Gardens MC Gen

367	Darlingtn S C Gr f C
372	Bodmin/Padstow/Wadebr
373	Forest
374	Brixton And Streatham
378	Churchhill Meth Ch
381	Holmfirth Wesley MC
383	Yeadon Methodist Ch
385	Southwell Methodist C
387	Chapel Street Nursery
388	St Peter's Method Ch
391	North Lambeth Circuit
394	Stokely Methodist Cir
396	Burley In Wharfedale
397	Torbay Methodist Cir
398	Camelford&Wk St Mary
402	Swansea&Gower Meth Ci
404	Battersea And Wandle
408	Rochdale & Littleboro
410	Peak Methodist Circui
413	Trinity Meth Penarth
415	Bromley Meth Church
428	Witney And Faringdon
460	Leyland Meth Church
461	Priory Place Meth Chu
307	Hastings Bexill & Re Methodist Circuit