

Furlough Scheme Application Spreadsheet Q&A

Q1. For Organisation address which address should I provide?

Please provide the bank correspondence address. The correspondence address the bank holds for the bank account details you have provided in the form.

Q2. You ask for the monthly pay but not information about employers NIC or pension contributions, why?

When you provide the monthly gross amount, the portal calculates the NIC and pension.

Q3. Do you need to know from us whether employees are in a pension scheme?

No, the payroll bureau will do the checking.

Q4. Where employee working hours are variable, e.g. for some caretakers, do you need us to provide details of how we have arrived at the “monthly pay” to claim based on the government guidance, or just give you a value?

Please provide only the monthly gross amount on the form. Keep the details behind your calculations to answer if there are any queries later.

Q5. Where do I find my PAYE reference number?

If you don't know or are not sure about your PAYE reference number, please email payrollbureau@methodistchurch.org.uk for the PAYE reference number.

Q6. What is the start and end date?

The Coronavirus Job Retention Scheme is allowing claims from 1st of March 2020 to 30th of June 2020. When you complete the form we expect start and end dates to fall within this period. The start date must relate to the date that the employee(s) was furloughed.

Q7. If furlough has not yet ended what do we put in the “end date” box – do we put in the box the end of the current month (e.g. 30 April), or leave?

The Coronavirus Job Retention Scheme is allowing the claim period up to 30th June 2020. We assume most claimants will be claiming up to this date. However, if this period is extended we will update this Q&A sheet to inform you what to do.

Q8. I note that in asking for both NI number and payroll number, you are asking us for information you hold already. Why?

All the information we have requested from you are based on information the portal requires to complete each claim. The payroll number is optional as per the portal but if we have both NI number and payroll number it will be easy to cross check information.

Q9. If claims can't be made more than 14 days in advance, do I have to complete this form every month?

Please complete the form based on what you know i.e. if you are planning to furlough an employee till end of the scheme then put that date as the end date. We will submit the claim each month until the end of the scheme. If the scheme is extended, we will update this sheet to inform what you have to do.

Q10. How often will you submit the claim to HMRC?

We plan to submit the initial claim from whatever your start date to end of April and then monthly as per your form end date. However, if the scheme is extended beyond the current end date then we will update this sheet to inform what you need to do.

Q11. What do you need to do after you claim?

Once your claim is submitted you will receive a claim number, please keep this number safe as it will help you track your claim. You also need to keep all the records relating to the claim.

You will need to continue paying your employees' who are furloughed through payroll and will be reimbursed by HMRC.

Q12. When will you get paid?

HMRC will check the claim and if the claim is valid the payment will be paid within 6 working days by BACS into your bank account.

Q13. Have you used the Payroll Bureau to process your claim?

If yes, we shall have received your form and started the process for you. We shall in return send you your claim number for your records.