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From: Armstrong & Co

Subject: COVID-19 update 4 at 15 April 2020

Greetings!

I am sending this email to all clients. For many of you, much of it will not apply, but a non-targeted email is the quickest way to get this out to those who can benefit from it. If you know of anyone who you think may be helped by reading it, please feel free to forward it to them.

This update addresses one of the most important areas of government assistance:

Furloughing employees - new information

If you have any specific queries, please email me at armcoat4a@yahoo.co.uk and I will do my best to respond as soon as possible.

I also strongly recommend that you follow the link below to the MoneySavingExpert website, which has a dedicated section relating to help and guidance relating to the COVID-19, is updated daily and as well as business advice, covers more general help topics, particularly on State Benefits, which are beyond my expertise.

<https://www.moneysavingexpert.com/latesttip/>

****NEW****

- Applies to employees on your payroll on or before **19 March 2020** (previously 28 February) and who were notified to HMRC on an online RTI submission on or before 19 March 2020.
- The online portal will be available to make claims from next Monday, 20 April 2020. I expect that it will be overwhelmed at the start with people accessing it but it should settle down reasonably quickly.
- Once claimed and subject to acceptance, payments will take about 6 days to arrive in your bank account.

What can be claimed:

- Normal gross pay has been defined as regular payments that you are obliged to pay your employees.
- This includes wages, past overtime, fees and compulsory commission payments.
- However, discretionary bonus (**including tips**) and commission payments and non-cash payments are excluded.

Process:

- Select which employees are to be included in the scheme.
- Discuss and agree with each employee that they are to be chosen and the date from which furloughing will start.
- If their pay is to be reduced, they must agree to this.
- You must write (email/letter) to each employee to confirm and explain that they are to be furloughed.

Action to take:

If we process your payroll and you want us to prepare and submit your claim you must notify us:

- which staff are to be furloughed.
- whether they are to be paid full or 80% of salary.
- the date each employee is to be furloughed from.
- the date furloughing will cease (if known).
- details of the UK business bank account into which you wish the grant to be paid.

If you've got this far, **thank you**. Now you need to try and apply the above to your particular circumstances.

Remember to email me at armcoat4a@yahoo.co.uk if you have any specific questions.

Best wishes

Tony Armstrong FCA

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