

The Coronavirus Job Retention Scheme is now open for claims to be submitted. If you would like Graham Paul to process the claim on your behalf, it will incur a fee base minimum fee of £40 for a monthly payroll (£10 for a weekly payroll) for up to and including 10 employees. More employees can be included additional £3 per employee per claim.

If you would like to process the claim yourselves and require information relating to the claim, there will be a one off charge of £1 per employee.

Please include with this form the first page of the engagement letter which you will have signed.

Please provide the following information to allow us to process your claims.

Claim information	
Date that employees were furloughed:	
Claim period (start and end date): (Must be three week blocks)	
Are there any employees on the payroll (including directors) who have not been furloughed?	
Payment details	
Please provide details of the account that you would like the claimed amount to be paid in to.	
Bank account number:	
Sort code:	
Name on account:	
Address Linked to account:	

We will process the claim on your behalf, keep you updated and share any relevant documentation.