

## **PAYROLL UPDATE**

Following our earlier update to clients who have undertaken our payroll service we now have more information in regards to processing reclaims for the Coronavirus Job Retention Scheme.

### **Reclaiming furloughed staff wages and employer costs**

We have received advanced notice from HMRC that the reclaim portal will open on Monday 20<sup>th</sup> April. Please bear in mind this portal is likely to have a significant amount of claims being put through and this could cause delays in processing.

We do not currently know how the information required for the reclaim is to be populated into the portal but we do know this is to be completed via the online government gateway log in. If you have your own log in details and would like to process the reclaim yourself, please contact your payroll team member for the calculation of the reclaim that they have worked out for you.

If you would like James Todd & Co to process the reclaim on your behalf we can, however we will have to charge this as an additional service due to the time it will take our team. This will be based on an hourly charge rate of £60 per hour and the final cost will depend on the amount of time it has taken to process your claim.

To process the claim on your behalf we will require the details of the business bank account you would like the funds paid into so please send them into us as soon as possible.

If you only use our payroll service it is likely that we will not have your UTR on file so please ensure you send that into us as well, if you are a sole-trader this will be your self-assessment UTR.

In our last update we requested the furlough details of the employees and furlough start dates, if you are yet to send these into us please do so as soon as possible to avoid unnecessary delays.

We ask you to please bear with us during this exceptionally busy time, we are still having a large amount of emails and calls every day so our response times may be longer than usual.

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**Chartered Accountants and Registered Auditors**

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