

CHAVEREYS

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Coronavirus Job Retention Scheme Detailed HMRC guidance on making a claim

H M Revenue & Customs has now issued its own detailed guidance on how to make a claim and within it provides example calculations.

The step-by-step guide to making a claim can be downloaded [here](#).

The detailed guide to calculating the amount to claim (which includes example calculations for workers on variable pay) is located [here](#).

An online calculator will be available from 20 April.

H M Revenue & Customs has stated that there will be no facility within the online claim portal to save and continue so you must be ready with all information when you start your claim.

Depending on what software you use, it may have the facility to help with the calculation within the reporting facility. The following popular payroll software providers have produced the following support pages.

Brightpay – [Processing Furlough Pay in Brightpay](#)

Xero – [Process time off during furlough](#)

Sage50 Cloud Payroll – [Coronavirus Job Retention Scheme](#)

Quickbooks payroll – [COVID-19: Coronavirus Job Retention Scheme](#)

Of course, if you have any questions during the process, please speak to your usual Chavereys contact who will be happy to advise you.

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