

Claiming for employees' wages under the Coronavirus Job Retention Scheme

The online service you will use to claim is expected to be available on 20 April to allow HMRC to begin making payments from 30 April, for companies where this is their payday.

HMRC will pay money into the employers' bank accounts within four to six working days of receiving a claim.

There are things that you can do **now** to be ready when the system is up and running later this month.

You'll need to provide the following to make a claim:

1. The bank account number and sort code you'd like HMRC to use when they pay your claim.
2. The name and phone number of the person in your business for HMRC to call with any questions.
3. Your Self-Assessment UTR (Unique Tax Reference), Company UTR or CRN (Company Registration Number).
4. The name, employee number and National Insurance number for each of your furloughed employees.
5. The total amount being claimed for all employees and the total furlough period.

If you use an agent who is authorised to act for you for PAYE purposes, they will be able to make a claim on your behalf, so you should talk to them now.

However, if you use a file-only agent return but doesn't act for you in other matters), they won't be able to make a claim for you and you'll need the information listed above from them to make the claim yourself.

For more detailed advice, please read the [guidance on the government website](#). This is being regularly updated, so please review it frequently. You may also find this [HMRC webinar](#) helpful.

HMRC chief urges caution to those tempted to abuse the Coronavirus Job Retention Scheme

Any fraudulent claims made under the scheme – for example, where employees have continued to work while furloughed – are likely to result in criminal convictions.

Jim Harra, Chief Executive HM Revenue and Customs said:

“We are aware that some employees have already been reporting that some employers have asked them to work during the furlough period. We expect the vast majority of employers to do the right thing and in fact in many cases they have no choice because people are genuinely furloughed and cannot work.

“But we will be asking anyone who's got information about the scheme being abused to let us know and there is an online hotline service for any employee who feels they are being asked to be complicit in something they don't want to be complicit in.”

Important message to the transport industry from the Secretary of State

Transport Secretary, Grant Shapps has written a letter of thanks to the transport industry, emphasising the importance of keeping staff safe by adhering to social distancing rules and the appropriate use of Personal Protective Equipment (PPE):

“During this period of unprecedented disruption and uncertainty, the transport industry has risen magnificently to the challenges posed by the Coronavirus outbreak. You have played a critical role in keeping Britain moving and serving a nation in lockdown and I wanted to thank you for your tireless work, behind the scenes and on the front line.

This week, the Government published Public Health England’s guidance regarding social distancing measures in the workplace. This provides greater detail on how social distancing should be maintained where employees cannot work from home. [This guidance, which can be found here](#), should be followed and I hope that you are already in the process of implementing these measures.

I am aware that concerns have been raised on requirements for PPE. I don’t want anyone working daily on the front line to feel unclear on whether they have the necessary equipment to stay safe. Therefore yesterday, the Government set out its clear, evidence based, strategy providing guidance on the sectors which have a clinical need for PPE. [The strategy is available here.](#)”

The BVRLA is asking members to ensure that they read and adhere to the social distancing and PPE guidance.

BVRLA calls for Government to support funders

The BVRLA is working with the Finance & Leasing Association in urging the Government to increase its support for non-bank owned funders.

Currently, non-bank funders are excluded from both the *Term Funding Scheme for SMEs*, which is open to banks only, and the *Covid Corporate Finance Facility*.

To meet a huge surge in customer requests for financial support, non-bank funders need access to additional funding on the same terms as their bank-owned counterparts. Some of our suggestions include:

1. Providing alternative methods for non-bank owned leasing companies to access low-cost term funding or liquidity that can be used to support existing customers, such as a Forbearance Liquidity Funding Scheme.
2. Expanding the *Covid Corporate Finance Facility* to provide funding to non-bank owned finance providers.
3. Opening up the *Term Funding Scheme for SMEs* to non-bank owned leasing companies.

We will continue to work on this to enable non-bank funders to give appropriate assistance to all individuals and businesses that need support with their vehicle finance costs.

Covid-19 Bulletin

14 April 2020



DVLA prioritises services to support critical workers

The Driver & Vehicle Licensing Agency has confirmed that it is prioritising applications relating to HGV and PCV drivers and critical workers to make sure they get any documentation they need as quickly as possible.

The agency has also produced a set of [FAQs for fleets](#).

Due to staff shortages, the DVLA fleet helpdesk has also reduced its opening hours to 10am to 4pm, Monday to Friday.

All its online services are still available. For more information or to access the services please visit [GOV.UK](#)