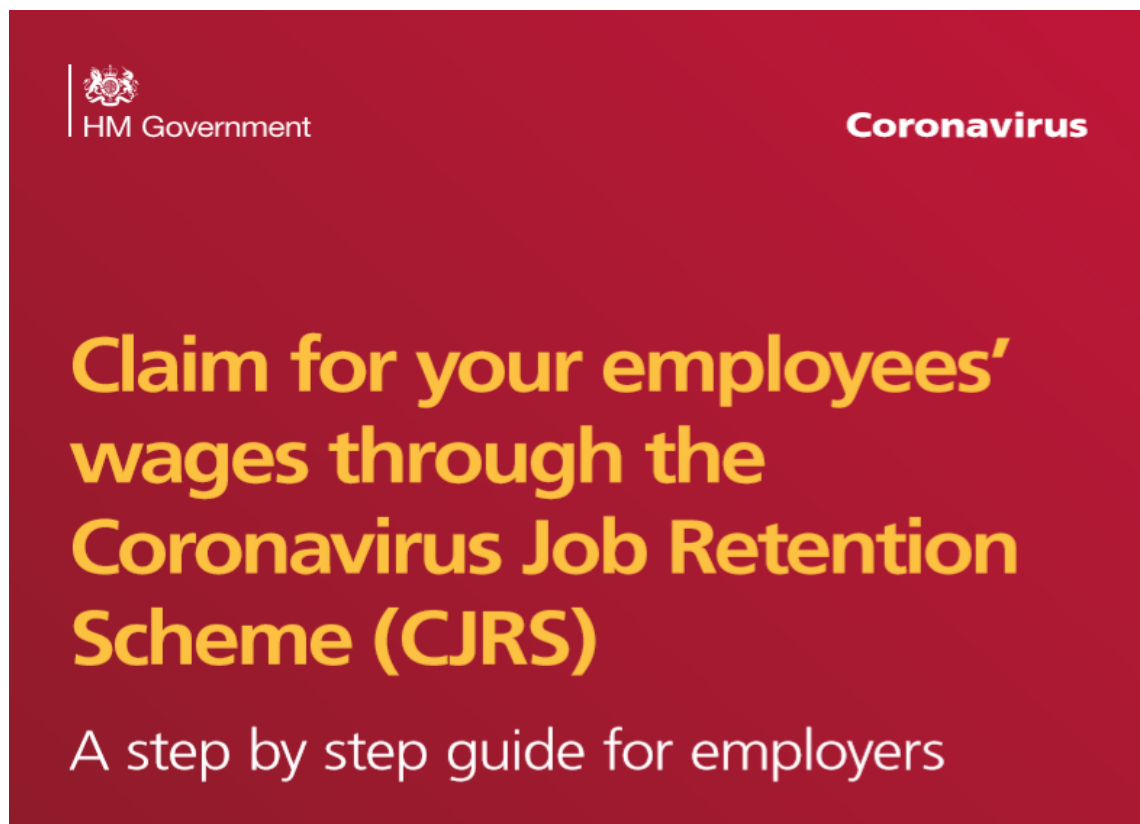


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## **CORONAVIRUS JOB RETENTION SCHEME: STEP BY STEP GUIDE FOR EMPLOYERS**

The Government has issued its guide that the information that employers need to provide to claim for their employees' wages.



The full guide can be found:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/880092/Coronavirus Job Retention Scheme step by step guide for employers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/880092/Coronavirus_Job_Retention_Scheme_step_by_step_guide_for_employers.pdf)

The step by step guide will take claimants through five sections:

- Step 1: Essential information
- Step 2: Before you make your claim
- Step 3: Calculating your claim
- Step 4: Making a claim
- Step 5: What to do next

Supporting the guide are pre-recorded webinars on HMRC YouTube channel:

<https://www.youtube.com/user/hmrcgovuk>

Further information can be found on the GOV.UK Website: <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

If you require assistance with your claim and would like us to help please contact us.