**BLOGS, SOCIAL MEDIA, NEWSLETTER OR EMAIL ARTICLE**

**MEMBERS BRIEFING NOTE AND RELEASE FOR CLIENTS**

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

Written 18 April 2020

(Note: please edit last sentence as per your billing intentions: Pro bono, per employee, fixed price, hourly rate)

For immediate release:

**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>

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 for a quote.*

Ends.