

User Guide to complete the Co-funding Payroll Scheme Phase 2

Before you start

To complete the form, you will need:

- Your Standard Industry Code (SIC code) for the business. If you do not know what the SIC code is for your business a list can be found [here](#) or you can use a '5 step guide to finding your SIC code' [here](#)
- Your social security employer code if you are an employer
- A nominated bank account, sort code and account number
- A pdf or jpeg of your bank statement
- Your contact email address
- Your contact telephone number

If you are not able to pay 20%

- Details of funds removed by owners from the business through dividends, drawings, loans or other means since 31 December 2019

For each employee you will need the following details

- First name
- Last name
- Social Security Number
- Gross wage for the month

For a self-employed person

- Average monthly income

1. Select industry sector

Payroll co funding scheme application

Before you start

Business details

What sector do you operate in?

Using the drop-down menu below, pick which sector you operate in. If you or your business operates in various sectors, you should select the sector that represents the majority (51% or more) of your normal trade.

If you are a charity registered with the Jersey Charity Commission, you will need to select 'Miscellaneous' and then 'Registered with the Jersey Charity Commission'.

Sector *

Select
Agriculture and fisheries
Construction
Education, Health & Other Services
Finance and Legal Activities
Hotels, Restaurants & Bar
Information and Communication
Manufacturing
Miscellaneous business activities
Transport and Storage
Utilities & Waste
Wholesale & Retail

Select from the options
which industry your
business operates in

2. Then select the Standard Industry Code (SIC Code) and description from the drop down.

If you do not know what the SIC code is for your business a list can be found [here](#) or you can use a '5 step guide to finding your SIC code' [here](#)

Before you start

Business details

What sector do you operate in?

Using the drop-down menu below, pick which sector you operate in. If you or your business operates in various sectors, you should select the one that represents the majority (51% or more) of your normal trade.

If you are a charity registered with the Jersey Charity Commission, you will need to select 'Miscellaneous' and then 'Registered Charity'.

Sector *

Hotels, Restaurants & Bar

Standard Industry Code (SIC) and description *

Select

56300 - Beverage serving activities
55300 - Camping grounds, recreational vehicle parks and trailer parks
56200 - Event catering and other food service activities
55200 - Holiday and other short-stay accommodation
55100 - Hotels and similar accommodation
56101 - Licensed restaurants
55900 - Other accommodation
56103 - Take-away food shops and mobile food stands
56102 - Unlicensed restaurants and cafes

Select the description from the list below that describes at least 51% of the work carried out

3. The next set of fields will appear and are to be completed.

Standard Industry Code (SIC) and description *

56300 - Beverage serving activities

Your business or trading name. If you don't have a business name because you are self-employed

Your business or trading address

Enter the postcode and press Search for your address

Or

House name or number

Street

Search for the address

Select the address

Is the address: *

Correct

Incorrect

Not listed

Enter the business name here

Enter the postcode used for business correspondence

Use the search button to find the rest of the address or type in the house name and street

Once the correct address has been selected click correct

- Complete the bank account details. These are details of the business bank account that you wish the money to be paid into.

Business bank account details

Name of bank *

Sort code (don't include the hyphens) *

Account number *

Name of account holder *

Attach a copy of the front page of your bank statement for this bank account (this must include the payee name, number and sort code) *

Drop files here to upload

upload

Accepted file types: .doc, .docx, .jpeg, .jpg, .jpe, .pdf, .png

Uploaded: 0/1

< Previous

✕ Cancel

Next >

Upload a copy of the front page of your business bank account to ensure that the support is being paid to the right account

Once complete, click Next to proceed to the next page

- This section ask for details of all the people that you are claiming for

Payroll co funding scheme application

Before you start

Business details

Individual's details

Your details

Declaration

Who are you claiming for?

If you are a sole-trader, partner or business owner who was Class 2 in March 2020, you can claim for Class 2 support if you earned less than £106,608 per month in 2019 (or £106,608 in the year).

How many Class 2 self-employed people and business owners are you applying for? *

Number of employees you are claiming for (excluding business owners) who were on your March 2020 schedule *

< Previous

✕ Cancel

Next >

Put the number of people that you are claiming for that are not employees. If there are none, put '0'

- Once a number of class 2 self-employed, sole traders, directors, partners and business owners has been input, it will ask for the details of these individuals. If you are unsure who is class 2 then it might help to refer to the social security contributions information [here](#)

Payroll co funding scheme application

Before you start
Business details
Individual's details
Your details
Declaration

Who are you claiming for?

If you are a sole-trader, partner or business owner who was Class 2 in March 2020 you can claim Phase 2 support if you earned £106,608 per month in 2019 (or £106,608 in the year).

How many Class 2 self-employed people and business owners are you applying for? *

Class 2 details *

Add Class 2 details

Number of employees you are claiming for (excluding business owners) who were on your March 2020 schedule *

Previous
Cancel
Next

Click on this button to enter these details

- An additional box will appear to be filled in

Payroll co funding scheme application

Before you start
Business details
Individual's details
Your details
Declaration

Who are you claiming for?

First name *

Surname *

Social Security number *

Average monthly earnings as on your 2019 tax return *

Cancel Edit
Update Record

Enter the individuals name and SSN here

Enter your average monthly earnings as explained in detail at the front of the form. If you do not know this yet, then enter your average monthly earnings for 2018

Click update record when all the information is

8. Then enter the number of employees that you are claiming for. This includes:
- employees that appeared on the March 2020 social security schedule,
 - those who are working under 8 hours and week,
 - anyone who has moved employment from else where in the Island and started working for you in April where there is evidence that a job was offered by the end of March 2020
 - anyone who was off sick or maternity leave in March but has now returned as part of a contractual agreement

Who are you claiming for?

If you are a sole-trader, partner or business owner who was Class 2 in March 2020 you can claim Phase 2 support if you earned less than £8,884 per month in 2019 (or £106,608 in the year).

How many class 2 people (sole traders, partners, business owners, directors) are you applying for? *

1

	First name	Surname	Social Security number	Average monthly earnings as on your
 	Jane	Smith	JY12	

Class 2 details *

Add Class 2 details

Enter the number of employees you are claiming for

Number of employees you are claiming for (excluding Class 2 business owners and directors) who were on your march 2020 schedule or fall within a special group as set out in the guidelines *

9. Click either Yes or No to the statement below. In both cases, wages should already have been paid to the employees so you are being asked about what you paid and how much you are claiming from the scheme

	First name	Surname	Social Security number	Average monthly earnings as on your
 	Jane	Smith	JY123456B	£3000.00

Class 2 details *

Add Class 2 details

Number of employees you are claiming for (excluding Class 2 business owners and directors) who were on your march 2020 schedule or fall within a special group as set out in the guidelines *

1

I confirm that the business has paid the employee(s) named on this claim wages in April 2020 for the phase 2 scheme, and is applying for a refund of 80% of these wages up to a maximum of £8,884 per month. If you are selecting no to this question you are confirming that you have paid the employee(s) named on this claim wages in April 2020 and that you are applying for the special exemption for the phase 2 scheme *

Yes No

Select your answer to the statement

Social Security employer code *

10. If you select 'Yes' enter your Social Security employer code and click whether you wish to enter the details of the employees manually through a pop up screen or use a CSV template attached.

Number of employees you are claiming for (excluding Class 2 business owners and directors) who were on your march 2020 schedule or fall within a special group as set out in the guidelines *

1

I confirm that the business has paid the employee(s) named on this claim wages in April the phase 2 scheme, and is applying for a refund of 80% of these wages up to a maximum of £2,500 per employee per month. Selecting no to this question you are confirming that you have paid every employee named on this claim and that you are applying for the special exemption under the phase 2 scheme.

Yes No

Social Security employer code *

12345

How would you like you provide your employee details? *

Manually enter details Use template provided

Employee details *

Add employee details

< Previous X Cancel Next >

Click here if you want to enter the employee details manually

Click here to open a box for the employee details

11. A new box will open which is to be completed for every employee you are claiming for

Number of employees you are claiming for (excluding Class 2 business owners and directors) who were on your march 2020 schedule or fall within a special group as set out in the guidelines *

1

First name *

Surname *

Social Security number *

Gross earnings paid for whole month of April *

£

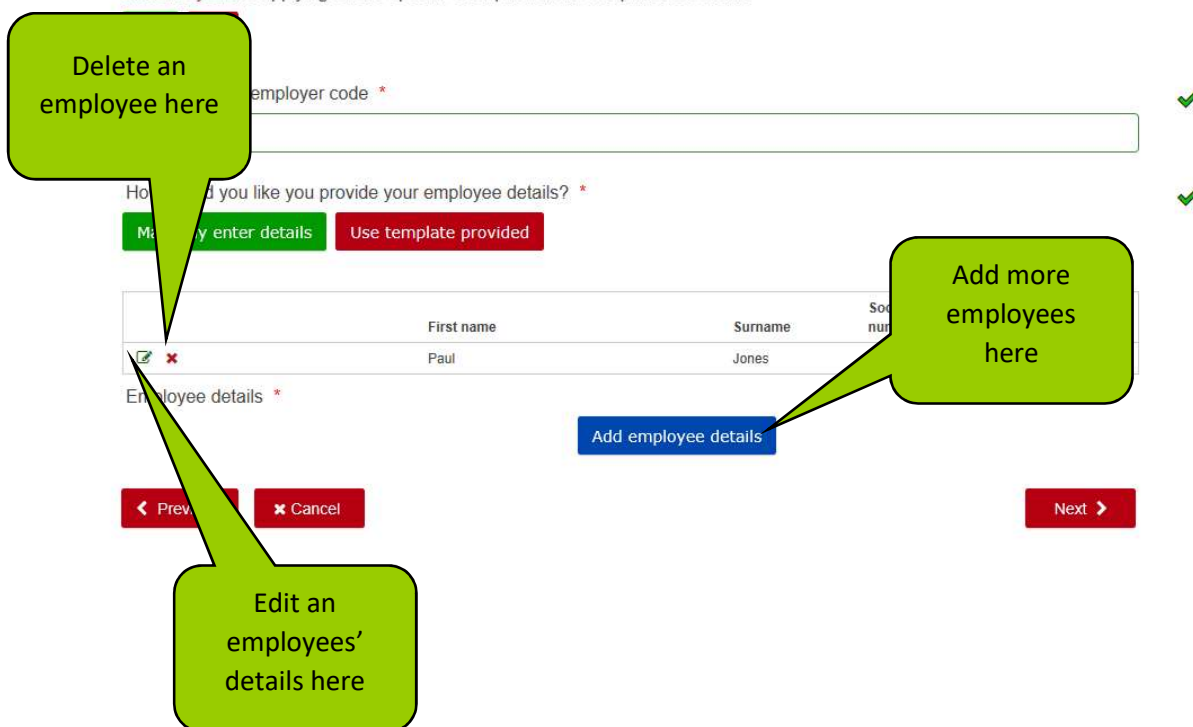
X Cancel

✓ Add employee details

Enter here the employee details and the gross wages that they were paid in the month

Once completed click here



12. If you have further employees to add, click 'Add employee details' or if you need to edit or delete employee details, you can from here



employer code *

How would you like you provide your employee details? *

Manually enter details Use template provided

	First name	Surname	Soc num
 	Paul	Jones	

Employee details *

Add employee details

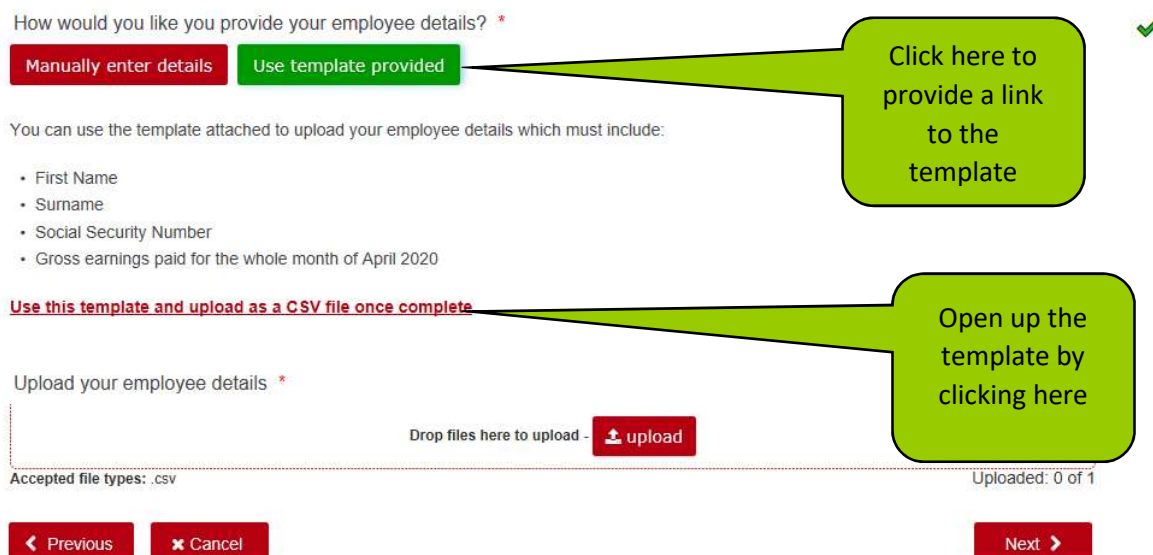
< Prev. x Cancel Next >

Delete an employee here

Edit an employees' details here

Add more employees here

13. If you are wishing to use the template provided, click on 'Use template provided' and then click on the link to download the template



How would you like you provide your employee details? *


Manually enter details Use template provided

You can use the template attached to upload your employee details which must include:

- First Name
- Surname
- Social Security Number
- Gross earnings paid for the whole month of April 2020

[Use this template and upload as a CSV file once complete](#)

Upload your employee details *

Drop files here to upload -  upload

Accepted file types: .csv

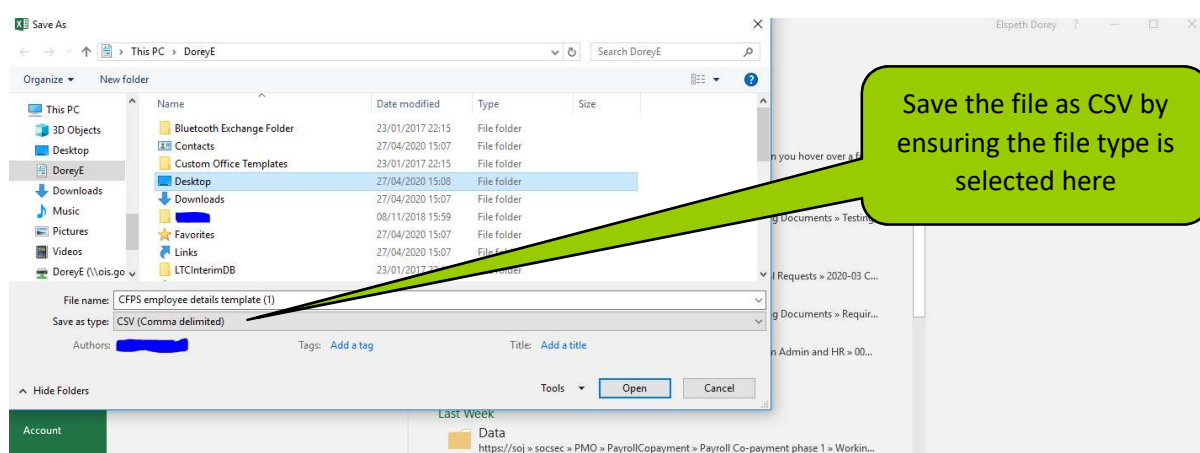
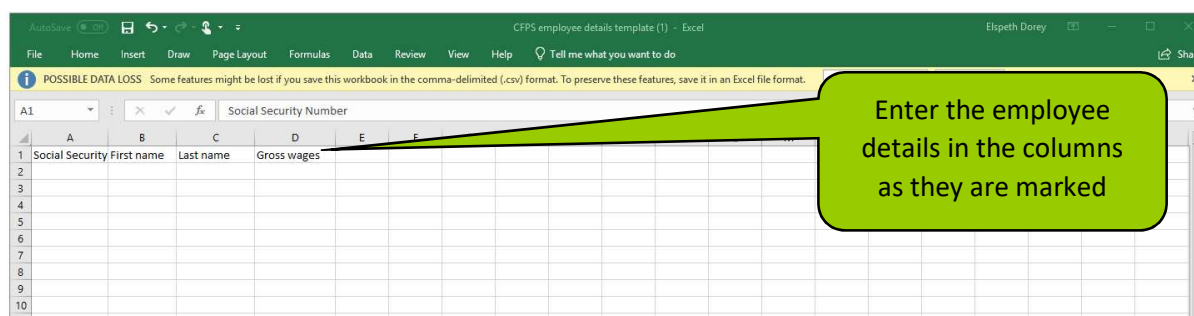
Uploaded: 0 of 1

< Previous x Cancel Next >

Click here to provide a link to the template

Open up the template by clicking here

14. The CSV file will look like this, enter the employee details in the named columns and save the file in a CSV format



15. Upload the saved CSV file here.

How would you like you provide your employee details? *

Manually enter details **Use template provided**

You can use the template attached to upload your employee details which must include:

- First Name
- Surname
- Social Security Number
- Gross earnings paid for the whole month of April 2020

[Use this template and upload as a CSV file once complete](#)

Upload your employee details *

Drop files here to upload - **upload**

Accepted file types: .csv

Uploaded: 0 of 1

< Previous **✕ Cancel** **Next >**

Click here to upload
your file

16. If you are applying for a 'Special Exemption' then you need to select No and a declarations will appear which all need to be read and ticked

I confirm that the business has paid the employee(s) named on this claim wages in April 2020 in accordance with the rules of the phase 2 scheme, and is applying for a refund of 80% of these wages up to a maximum of £1,600 per employee. By selecting no to this question you are confirming that you have paid every employee named on this claim wages in April 2020 and that you are applying for the special exemption under the phase 2 scheme *



Yes

No

Place a tick in the box once read

Special Exemption Application

If your business can provide evidence that it cannot bear your payroll costs under the standard scheme, you may be eligible for a special exemption. In this case, additional evidence must be provided, and the employer can provide a lesser contribution to the scheme, up to 20% of the wage cost.

You need to tell us details of the contribution that you have made per employee. Your contribution must be any number from £0.

You will need to tell us:

- what their gross earnings paid were for the whole month
- how much you contributed to their wage
- how much subsidy you're claiming for them from this scheme

In order to qualify, you must have agreed this in advance with your employees and be acting within current Employment and Contract law

In addition, you will need make a number of formal declarations. These are listed below. You must read them carefully and agree to each one in order to be eligible for the special exemption.

I hereby declare that:

☐ Any reductions in each employee's hours and/or pay has been agreed with the relevant employee in accordance with Jersey employment and contract law

☐ The business has insufficient cash flow to meet its ongoing obligations and/or business costs to enable the business to claim under the standard payroll scheme

☐ The business has considered all options for working capital to meet its ongoing obligations and/or business costs

☐ The Owners of the business will need to specifically declare all removed funds from the business

☒ The Owners of the business will need to specifically declare all removed funds from the business by other means since 31 December 2019 as a condition of accessing the scheme

Once this box is ticked, a free text box appears. Write details of any funds that have been removed. If nothing has been removed, type 'None'

Provide details and value of funds removed *

☐ The business does not have sufficient cash reserves to meet its share of payroll costs under the standard scheme and its other fixed costs

☐ That the business has explored all reasonable opportunities for shareholder investment, particularly considering previous dividends, drawings or other funds paid to shareholders by the business

☐ The business has considered all options for collection of all debt owing to the business

☐ The business has considered all options for reductions and/or deferrals in its overheads (for example rental cost of premises, options with mortgage lender, discussion with utilities companies and other creditors)

☐ That the business has considered the option to obtain approved lending, and approached a lender to discuss options, not including the Business Disruption Loan Scheme

[Jersey Business Disruption Loan Scheme on gov.je](#)

☐ I hereby confirm and understand that if the business is, upon audit, found to be ineligible for the special exemption provided under both Phase 1 and Phase 2 of the scheme will be repayable to the Government. I further confirm that the business will make such payment forthwith upon demand

Provide any further information relating to the claim that will help CLS process the form

Provide any additional relevant information

17. Enter the Social security employer code for the business and click add employee details

Provide any additional relevant information

Social Security employer code *

Employee details *

[Add employee details](#)

[< Previous](#) [✕ Cancel](#) [Next >](#)

Click here to add employer details

18. An additional screen pops up and the employee details needs to be entered

☒ I hereby confirm and understand that if the business is, upon audit, found to be ineligible for the special exemption Scheme all support ☒

First name *

Surname *

Social Security number *

Gross earnings paid for whole month of April *

Employer contribution *

Amount claiming for from co-funding payroll scheme *

Enter the gross wages the employee was paid

Enter the amount you are contributing to the wages. If the gross wages was £1,600 or less than you can put £0 in here

Enter the amount you are claiming from the scheme towards the wages. It is a maximum of £1,600 per employee

Note that the employer contribution and the amount claiming must add up to the gross wage paid

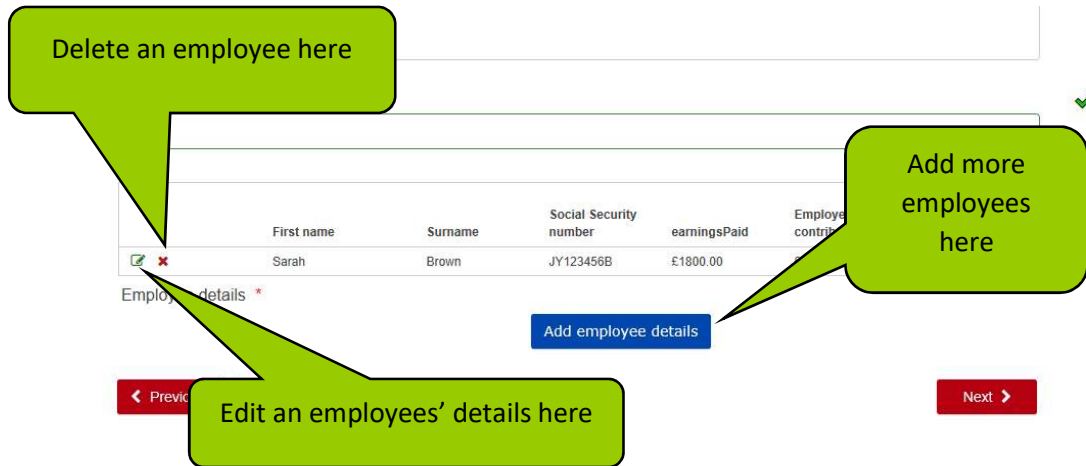
19. Click 'Add employee details' once this has been filled in.

Amount claiming for from co-funding payroll scheme *

[✕ Cancel](#) [✓ Add employee details](#)

Click here once completed

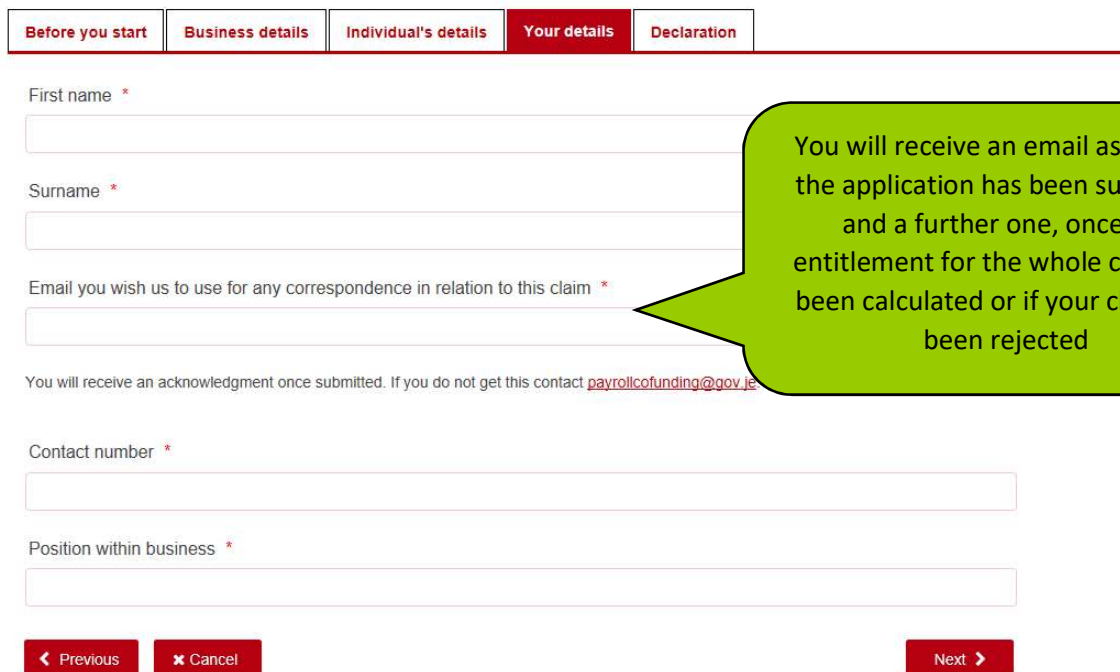
20. Add any further employees by clicking 'Add employee details' and click 'Next' once completed



The screenshot shows a form for adding employee details. It includes a table with columns: First name, Surname, Social Security number, earningsPaid, and Employee contri. A row is shown for Sarah Brown with Social Security number JY1234568 and earningsPaid of £1800.00. Callouts indicate: 'Delete an employee here' (pointing to a green X icon), 'Add more employees here' (pointing to a blue 'Add employee details' button), and 'Edit an employees' details here' (pointing to a green checkmark icon). Navigation buttons 'Previous' and 'Next' are at the bottom.

21. Complete this page with your details in case we need to contact you for clarification on your application details and then click 'Next'

Payroll co funding scheme application



The screenshot shows the 'Payroll co funding scheme application' form. It has a progress bar with five steps: 'Before you start', 'Business details', 'Individual's details', 'Your details' (current step), and 'Declaration'. The form fields include: 'First name *', 'Surname *', 'Email you wish us to use for any correspondence in relation to this claim *', 'Contact number *', and 'Position within business *'. A callout box states: 'You will receive an email as soon as the application has been submitted and a further one, once the entitlement for the whole claim has been calculated or if your claim has been rejected'. Navigation buttons 'Previous', 'Cancel', and 'Next' are at the bottom.

22. Read all the information on the declaration and tick all the boxes then click 'Submit'

Declaration of truthfulness

I understand that if I supply information that I know to be false or withhold information for the purpose of obtaining a payment for myself or anyone else I am committing a criminal offence for which I could be prosecuted, and which may result in a fine and/ or imprisonment. I confirm and declare the contents of the application to be true to the best of my knowledge, information and belief.

I agree that to the best of my abilities I will provide any relevant information to the Scheme administrators and/or to any auditors acting on behalf of the Scheme or to any potentially relevant documents that are in my and/or the businesses possession, so that the application may be properly determined.

☒ By ticking this box you agree to the above for Co-funding Payroll Scheme



< Previous

✕ Cancel

✓ Submit

23. Once your claim has been submitted, you will receive an email within a few minutes and it will contain a PDF summary of the information that you have included in your form. If this does not arrive, check your 'Junk' inbox and if there is still no email. Contact CLS on payrollcofuning@gov.je

