

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**

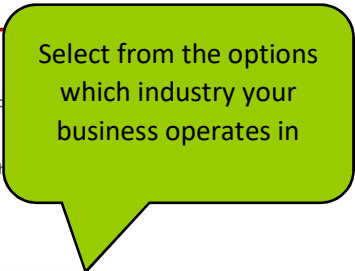
What sector do you operate in?

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 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 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



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

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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

Accepted file types: .doc, .docx, .jpeg, .jpg, .jpe, .pdf, .png Upload id: 0/1

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
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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 *

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? *



	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 *

I confirm that the business has paid the employee(s) named on this claim wages in April 2020 under 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 to the phase 2 scheme *

Select your answer to the statement

Social Security employer code *

- 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 * ✓

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 £10,000 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.

Social Security employer code *

How would you like you provide your employee details? *

Employee details *

Click here if you want to enter the employee details manually

Click here to open a box for the employee details

- 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 * ✓

First name *

Surname *

Social Security number *

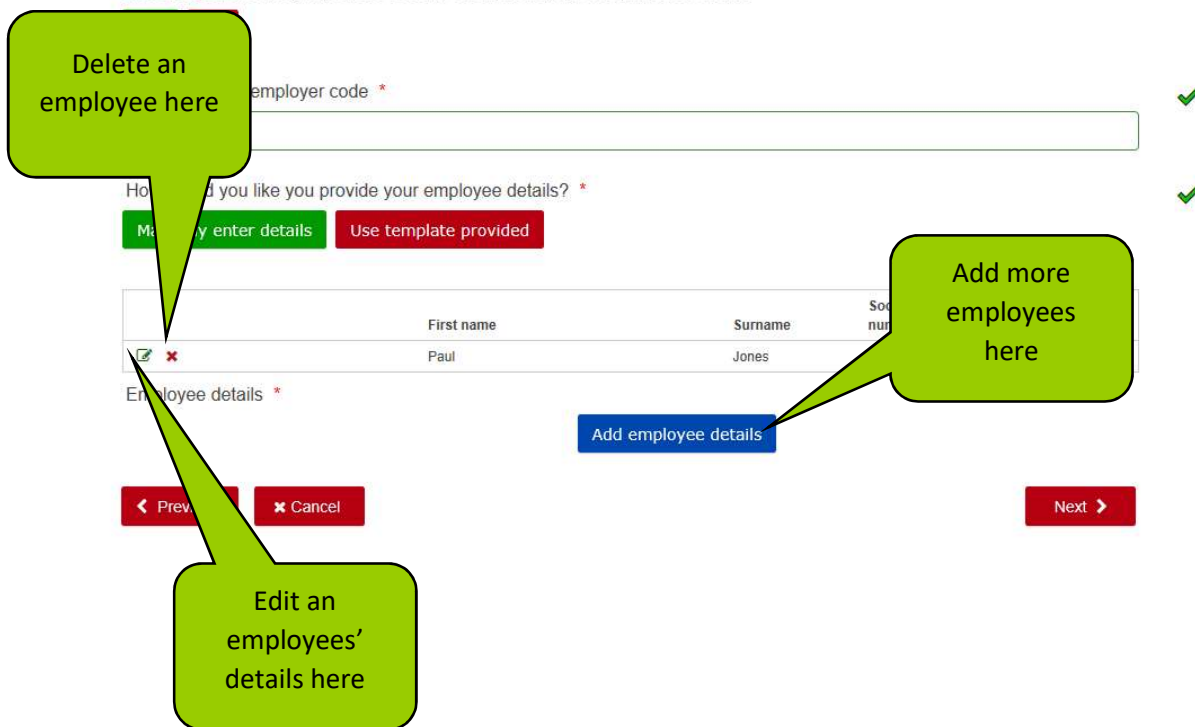
Gross earnings paid for whole month of April *

£

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

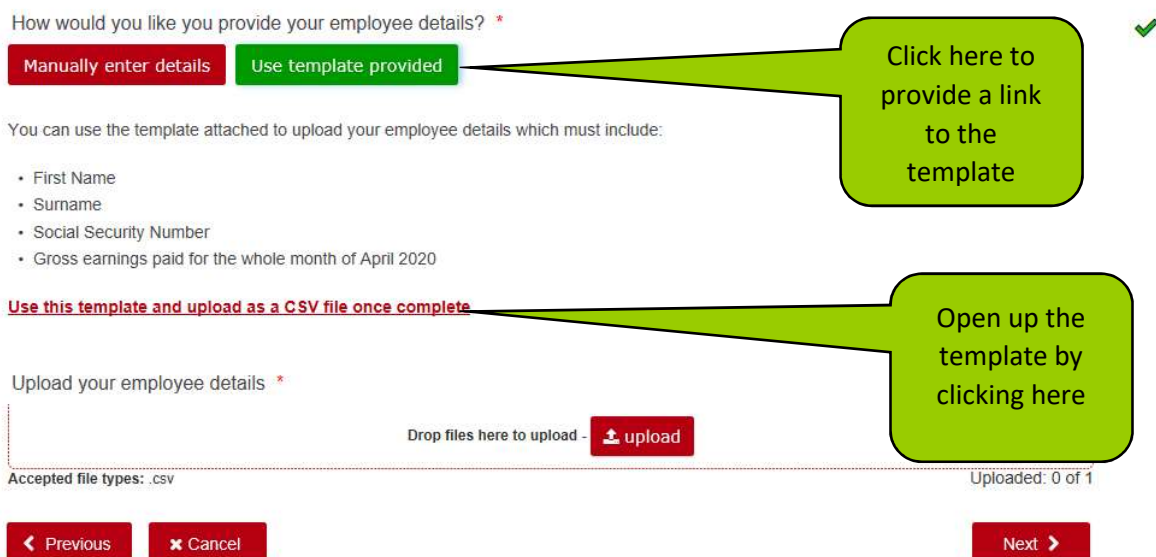
Once completed click here

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



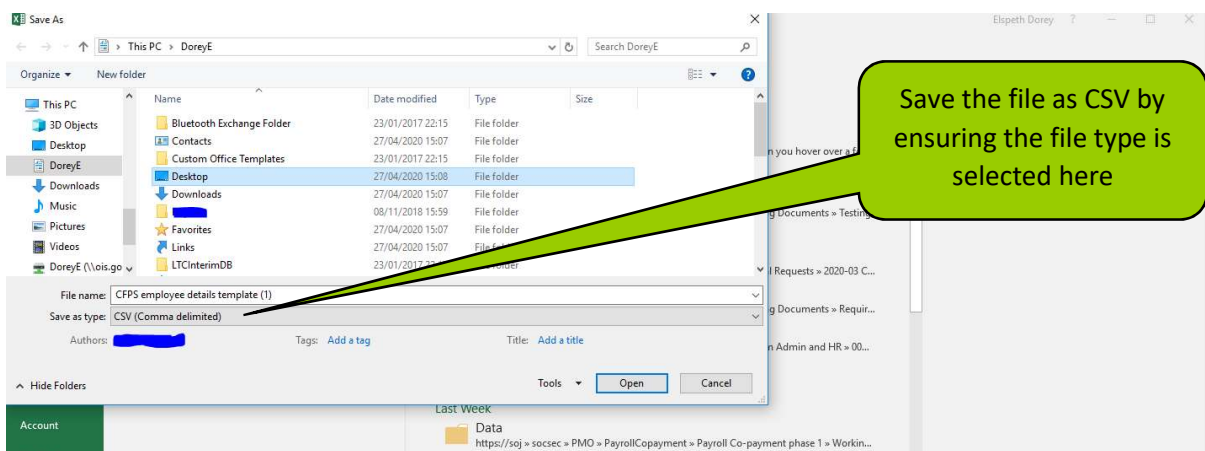
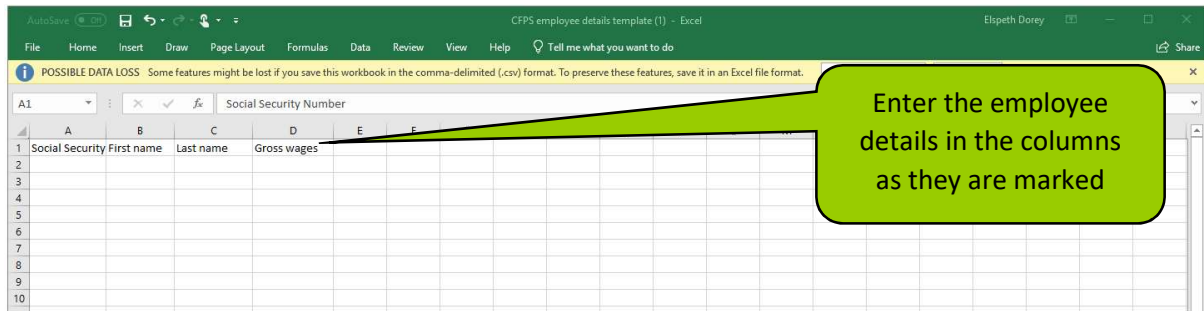
The screenshot shows a form for adding employee details. At the top, there is a field for 'Employer code' with a green checkmark. Below it, a question asks 'How would you like you provide your employee details?' with two options: 'Manually enter details' (green button) and 'Use template provided' (red button). A table below shows one employee entry: Paul Jones, with a green checkmark and a red 'x' icon in the first column. Below the table is a blue button labeled 'Add employee details'. At the bottom, there are three red buttons: '< Previous', 'Cancel', and 'Next >'. Three callouts point to specific elements: 'Delete an employee here' points to the red 'x' icon; 'Add more employees here' points to the 'Add employee details' button; and 'Edit an employees' details here' points to the green checkmark icon.

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



The screenshot shows the 'Use template provided' section. At the top, the question 'How would you like you provide your employee details?' has two options: 'Manually enter details' (red button) and 'Use template provided' (green button). A callout points to the green button with the text 'Click here to provide a link to the template'. Below this, there is a list of requirements for the template: First Name, Surname, Social Security Number, and Gross earnings paid for the whole month of April 2020. A red link says 'Use this template and upload as a CSV file once complete'. A callout points to this link with the text 'Open up the template by clicking here'. Below the link is an upload area with the text 'Upload your employee details' and a red 'upload' button. At the bottom, there are three red buttons: '< Previous', 'Cancel', and 'Next >'. The status 'Uploaded: 0 of 1' is shown at the bottom right.

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? *

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

Accepted file types: .csv Uploaded: 0 of 1

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

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 percentage up to 20% of the wage cost.

You need to tell us details of the contribution that you have made per employee. Your contribution can 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 since 31 December 2019 as a condition of accessing the scheme
- The Owners of the business will need to specifically declare all removed funds from the business since 31 December 2019 as a condition of accessing the scheme

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, notably the Business Disruption Loan Scheme

[Jersey Business Disruption Loan Scheme on gov.je](https://www.gov.je/employmentandcontractlaw/businessdisruptionloanscheme)

- 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 I will ensure such payment forthwith upon demand

Provide any additional relevant information

Place a tick in the box once read

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

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

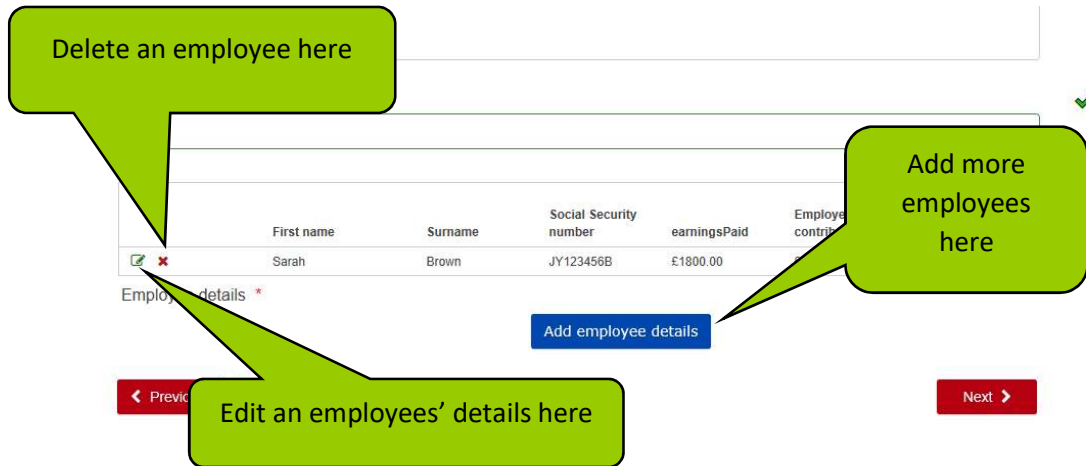
19. Click 'Add employee details' once this has been filled in.



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



	First name	Surname	Social Security number	earningsPaid	Employe contrib
 	Sarah	Brown	JY123456B	£1800.00	

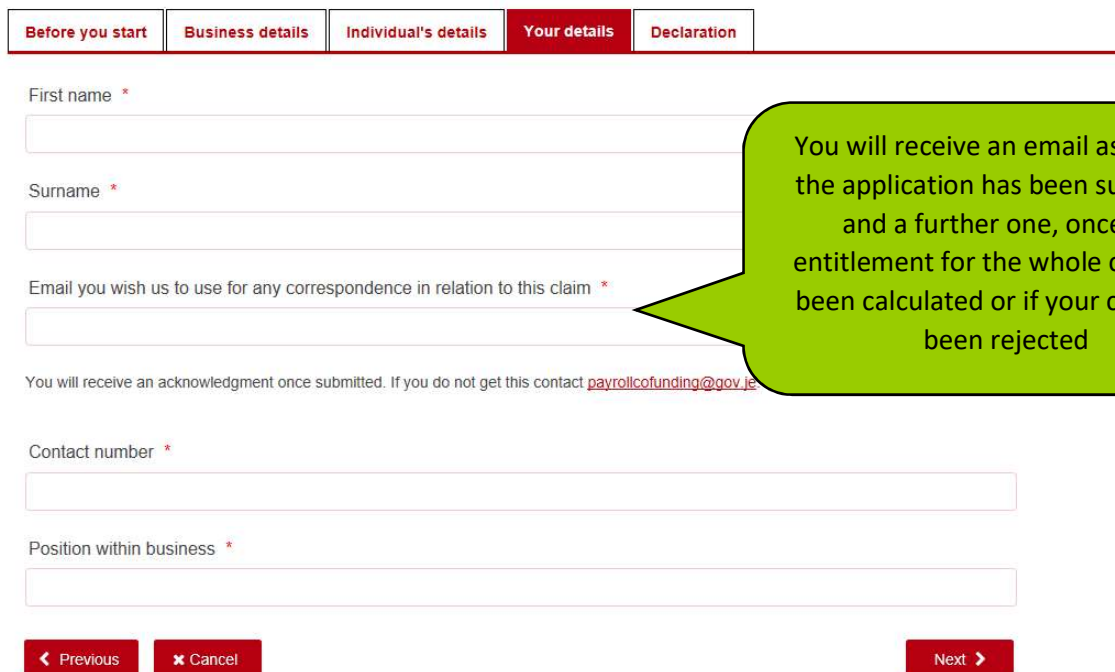
Employe details *



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



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

First name *




Surname *

Email you wish us to use for any correspondence in relation to this claim *

You will receive an acknowledgment once submitted. If you do not get this contact payrollcofunding@gov.je

Contact number *

Position within business *

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 payrollcofunding@gov.je

