

## Coronavirus (COVID-19) Guidance & Support

Updated 11 November 2020

The Government has put together a range of measures to support businesses, employers and the self-employed.

To find out what financial schemes you may be eligible for go to:

<https://www.gov.uk/business-coronavirus-support-finder>

### Headlines

#### Coronavirus Job Retention Scheme

**The CJRS has been extended until the end of March 2021 for all parts of the UK.**

**For claim periods from 1 November to 31 January 2021, the Government will pay 80% of employees' usual wages for hours not worked, up to a cap of £2,500 per month.**

**The Government will review the situation in January and decide at that point whether they will ask employers to contribute more.**

**The final date for claims for the period up to 31 October is still 30 November 2020.**

**Claims for periods from 1 November onwards can be made from 11 November.**

#### Job Retention Bonus

**The Job Retention Bonus will no longer be paid in February 2021. An alternative retention incentive will be put in place at the appropriate time.**

#### Job Support Scheme

**The Job Support Scheme, which was scheduled to come in on Sunday 1 November, has been postponed until the furlough scheme ends.**

#### The Self-Employed Income Support Scheme

Applications for the first and second grants under the scheme closed on 13 July 2020 and 19 October 2020 respectively.

#### The Self-Employed Income Support Scheme Grant Extension

**The SEISS grant extension for the three-month period from November 2020 to January 2021 will provide a taxable grant calculated at 80% of 3 months average monthly trading profits, paid out in a single instalment and capped at £7,500 in total.**

**There will be a further grant for the three-month period from February 2021 to April 2021. The Government will set out further details, including the level, of this grant in due course.**

**The online service for the next grant will be available from 30 November 2020.**

### Grants for Businesses

**Business premises forced to close in England are to receive grants worth up to £3,000 per month under the Local Restrictions Support Grant.**

**£1.1bn is being given to Local Authorities for one-off payments to support businesses more broadly.**

### Deferral of VAT Payments

Under the original scheme any VAT payments deferred between 20 March and 30 June had to be paid in full on or before 31 March 2021. As part of the "Winter Economy Plan", however, businesses have been given more breathing space through a New Payment Scheme, which gives them the option to pay back in smaller instalments. Rather than paying a lump sum in full at the end of March 2021, businesses will be able to make 11 smaller interest-free payments during the 2021/2022 financial year.

### Deferral of Income Tax Payments

As part of the "Winter Economy Plan" there will be an additional 12-month extension from HMRC on the "Time to Pay" self-service facility, meaning payments deferred from July 2020, and those due in January 2021, will now not need to be paid until January 2022. **To be eligible the debt must be between £32 and £30,000. Instalment payments must be paid by direct debit and interest will be charged at 2.6%**

**The deadline for government-backed loan schemes and the Future Fund has been extended to 31 January 2021.**

### Coronavirus Business Interruption Loan Scheme (CBILS)

The deadline for applications has been extended to **31 January**. Lenders have been given the ability to extend the length of loans from a maximum of six year to ten years if it will help businesses to repay the loan.

### Coronavirus Future Fund

The deadline for applications has been extended to **31 January**.

### Coronavirus Bounce Back Loan (BBLs)

The Government has introduced a Pay as You Grow flexible repayment system which will provide flexibility for firms repaying a Bounce Back Loan.

The length of the loan will be extended from six years to ten, thus cutting monthly repayments by nearly half. Interest-only periods of up to six months and payment holidays will also be available.

Applications for the scheme have been extended to **31 January** – however, most lenders require a background-check appointment and as there are a finite number of spots businesses should not leave it until the last minute to apply!

## Coronavirus Large Business Interruption Loan Scheme (CLBILS)

The deadline for applications has been extended to **31 January**.

### Contents:

Support for employers.

Support for businesses that pay business rates.

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Payment of tax.

Other support for businesses.

Other matters.

## **Support for Employers**

1. Coronavirus Statutory Sick Pay Rebate Scheme.
2. Coronavirus Job Retention Scheme – including Job Retention.
3. Job Support Scheme.

### **1. Coronavirus Statutory Sick Pay Rebate (SSP) Scheme.**

The online service to claim back Statutory Sick Pay is available at:

<https://www.gov.uk/guidance/claim-back-statutory-sick-pay-paid-to-your-employees-due-to-coronavirus-covid-19>

#### Who can use the scheme?

The scheme is for employers and they can claim back up to 2 weeks of SSP if:

- They have already paid their employee's sick pay.
- They are claiming for an employee who is eligible to sick pay due to coronavirus.
- They have a PAYE payroll scheme that was created and started on or before 28 February 2020.
- They had fewer than 250 employees on 28 February across all PAYE payroll schemes.

#### Employees are eligible to sick pay due to coronavirus if:

- They meet the eligibility criteria for SSP: <https://www.gov.uk/employers-sick-pay/eligibility-and-form-ssp1>
- They were self-isolating on or after 13 March 2020 because they or someone they live with had symptoms of coronavirus.
- They started shielding on or after 16 April 2020 because of coronavirus.

- They started self-isolating on or after 28 May 2020 because they were notified by the NHS or public health authorities that they've come into contact with someone with coronavirus.
- They were self-isolating on or after 26 August 2020 because they have been notified by the NHS to self-isolate before surgery.

Employees will not qualify if:

- They are self-isolating after entering or returning to the UK, **and do not need to self-isolate for any other reason (see above).**
- They have been put on furlough as part of the CJRS.

Employees do not have to give their employer a doctor's note, but their employer can ask them for either an isolation note from NHS 111 or the NHS or GP letter telling them to stay at home for at least 12 weeks because they're at high risk of severe illness from coronavirus.

What can employers claim?

Employers can claim up to 2 weeks SSP starting from the first qualifying day of sickness, if an employee is unable to work because they:

- Have coronavirus symptoms
- Are self-isolating because someone they live with has symptoms
- Are self-isolating because they've been notified by the NHS or public health bodies that they've come into contact with someone with coronavirus
- Are shielding and have a letter from the NHS or a GP telling them to stay at home for at least 12 weeks

A qualifying day is a day on which an employee normally works. The weekly rate was £94.25 before 6 April 2020 and is now £95.85.

Record-keeping

Employers must keep the following records for at least 3 years following a claim:

- The reason why an employee could not work.
- Details of each period the employee could not work, including start and end dates.
- Details of the SSP qualifying days when an employee could not work.
- National insurance numbers of all employees to whom SSP has been paid.

## **2. Coronavirus Job Retention Scheme (CJRS).**

Flexible Furlough under the Job Retention Scheme will remain open until 31 March 2021 – for claim periods from 1 November to 31 January 2021 employees will receive 80% of their current salary for hours not worked, up to a maximum of £2,500. Employers will only be asked to cover National Insurance and employer pension contributions. These contribution levels will be reviewed in January.

### **Job Retention Bonus**

The Job Retention Bonus will no longer be paid in February 2021. An alternative retention incentive will be put in place at the appropriate time.

### **Flexible Furlough**

The CJRS has been extended until 31 March 2021. Until 31 January the level of grant will mirror levels available under the CJRS in August, so the government will pay up to 80% of wages up to a cap of £2,500 and employers will pay employer National

Insurance Contributions and pension contributions for the hours the employee does not work.

The government will review the scheme in January 2021.

Employers can top up employee wages at their own expense if they wish.

Flexible furloughing will be allowed in addition to full-time furloughing.

It is our understanding that Employers can continue to claim for periods from 1 July 2020 to 31 October 2020 until the deadline on 30 November 2020 – see below for the grant levels available for periods up to 31 October.

For claim periods starting on or after 1 November 2020, claims can be made from 11 November.

For periods ending on or before 31 October 2020, claims can only be made for employees previously furloughed before 1 July 2020, for whom a claim was submitted by 31 July 2020. This may differ for employees returning from statutory parental leave.

For periods starting on or after 1 November 2020, claims can be made for employees who have not previously been furloughed, provided they were on the payroll at 30 October 2020 and a PAYE RTI submission was made for them between 30 March 2020 and 30 October 2020. This may differ where employees have been re-employed after 23 September 2020.

There is no maximum number of employees for whom a claim can be made from 1 November 2020.

To be eligible for the grant, employers must have confirmed to their employee in writing that they have been furloughed. Any agreement must be consistent with employment, equality and discrimination laws. Any retrospective agreement that has effect from 1 November 2020 will be valid as long as it is put in place up to and including 13 November 2020.

From December 2020, HMRC will publish employer names and company registration numbers for companies and Limited Liability Partnerships who have made claims under the scheme for the month of December onwards.

For more information go to: <https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

Eligibility criteria from 1 November 2020 onwards:

#### Employers

- Employers do not need to have used the CJRS previously.
- Employers across the UK can claim, whether their businesses are open or closed.
- Partially publicly funded organisations may be eligible where their private revenues have been disrupted.
- All employers with a UK bank account and UK PAYE scheme can claim the grant.

#### Employees

- Employees must be on an employer's PAYE payroll on 30 October 2020. An RTI submission notifying payment for that employee to HMRC must have been made between 20 March 2020 and 30 October 2020.

- Employees can be on any type of contract. Employers will be able to agree any working arrangements with employees.

#### Employees not claimed for previously under CJRS

- Employees do not need to have been furloughed under the CJRS previously.
- For employees that were previously furloughed, employers must use the same calculations for calculating reference pay and usual hours.
- For employees who meet the criteria of the extended scheme but were not previously eligible for CJRS, the alternative calculations of reference pay, and usual hours must be used.
- For all other employees, employers must use the CJRS calculations for calculating reference pay and usual hours.

#### Employees whose health has been affected by coronavirus or other conditions

- Employees can be furloughed where they are unable to work because they are shielding or need to stay home with someone who is shielding or have caring responsibilities resulting from coronavirus, including employees that need to look after children.
- Furloughed employees who become ill must be paid at least SSP and it is for employers to decide whether to move them to SSP or keep them on furlough, at their furloughed rate.

#### Employees re-employed by their employer

- Employees that were employed and on the payroll on 23 September 2020 who are made redundant or stopped working for their employer afterwards can be re-employed and claimed for. Re-employment is a complex area and advice should be sought from an HR or employment law specialist before taking this route.

#### Other matters

- Employers do not need to furlough all their employees.
- Flexible furlough arrangements can last any length of time.
- Employees can enter into a flexible furlough agreement more than once.
- The period claimed for must be a minimum claim period of 7 consecutive calendar days.
- Employees can be fully furloughed or flexibly furloughed.
- Employers must reach agreement with their employees in writing. Equality and discrimination laws will apply in the usual way. The written record of the agreement must be kept for 5 years (plus the current year), along with records of how many hours employees work and the number of hours they are furloughed.

#### How employers can claim under the CJRS extension

- There is no minimum furlough period, agreed flexible furlough agreements can last any amount of time and employees can enter into a flexible furlough agreement more than once. However, employers must report and claim for a minimum period of 7 consecutive calendar days.
- Employers must report actual hours worked and the usual hours an employee would be expected to work in a claim period.
- For hours worked, employees will be paid by their employer subject to their employment contract.
- The claim period must start and end in the same calendar month.
- Claim periods cannot overlap.
- A claim can be made in anticipation of an imminent payroll run, at the point payroll is run or after a payroll is run.
- Claims can be made from 8am on Wednesday 11 November.

- Claims relating to November 2020 must be made by 14 December 2020 and claims for each subsequent month should be submitted by day 14 of the following month.

When employees are on furlough

Furloughed employees cannot:

- Make money for their employer or any organisation associated or linked with their employer.
- Provide services for their employer or any organisation associated or linked with their employer.

Furloughed employees can:

- Take part in training. Where time spent training attracts a minimum wage entitlement in excess of the furlough payment, employers will need to pay the additional wages.
- Volunteer for another employer or organisation.
- Work for another employer, if contractually allowed. If an employer takes on an employee who is furloughed from another employment, they should ensure that the starter checklist form is completed correctly – with statement C on the list being completed.

Maintaining employee rights:

- Furloughed employees have the same rights to SSP, annual leave, parental rights, rights against unfair dismissal and rights to redundancy payments.
- Claims can be made for a furloughed employee who is serving a statutory notice period; however, grants cannot be used to substitute redundancy payments.
- Furloughed employees continue to accrue leave as per their employment contract.
- Employees can take holiday whilst on furlough and, if flexibly furloughed, holiday hours will count as furloughed hours rather than working hours.
- If a furloughed employee takes holiday, the employer should pay their usual holiday pay in accordance with the Working Time Regulations. Therefore, employers will be obliged to pay employees who are on holiday additional amounts over the grant.

#### CJRS and Salary Sacrifice Schemes

The interaction between the CJRS and salary sacrifice schemes is complex and could potentially mean that, in the case of salary sacrifice pension schemes, employers will need to amend their payroll processes to calculate the pension contribution to be paid to the pension scheme under the pension scheme rules.

For more information and a link to The Pension Regulator's detailed guidance go to:

<https://www.cipp.org.uk/resources/news/tpr-guidance-cjrs-salary-sacrifice.html>

#### Flexible Furlough from 1 July to 31 October 2020

*Only employees for whom a previous grant has successfully been claimed are eligible for more grants under the scheme in this period.*

*Employers can bring furloughed employees back to work for any amount of time and any work pattern, while still being able to claim the grant for hours not worked.*

*For July:*

- *The government will pay 80% of wages up to a cap of £2,500 for the hours the employee is on furlough.*
- *The government will pay ER NICs and pension contributions for the hours the employee is on furlough.*

*From 1 August employers must contribute towards the cost of furloughed employees' wages.*

*For August:*

- *The government will pay 80% of wages up to a cap of £2,500 for the hours the employee is on furlough.*
- *Employers will pay ER NICs and pension contributions for the hours the employee is on furlough.*

*For September:*

- *The government will pay 70% of wages up to a cap of £2,187.50 for the hours the employee is on furlough.*
- *Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500, for the time they are furloughed.*

*For October:*

- *The government will pay 60% of wages up to a cap of £1,875 for the hours the employee is on furlough. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500, for the time they are furloughed.*

*Employers will still be able to choose to top up wages above the 80% total and £2,500 cap for the hours not worked at their own expense if they wish. Employers must pay employees for the hours worked.*

*If employees are flexibly furloughed an employer will need to agree this with the employees and keep a written agreement confirming the arrangement. A record of how many hours an employee works must be kept.*

*Flexible furlough agreements can last any amount of time; however, the minimum claim period is 7 calendar days.*

*Maximum number of employees an employer can claim for*

*The number of employees included in a single claim from 1 July onwards cannot exceed the maximum number included in any one claim ending by 30 June. So, if the maximum number included in any single claim up to 30 June was, say, 40, then the maximum number that can be included in any one claim post 1 July is 40.*

*There are some exceptions for military reservists and employees returning from parental leave.*

*Employers who receive public funding*

*If staff costs are publicly funded, that money should be used to continue paying staff and staff should not be furloughed.*

*Further information about CJRS can be found at: <https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>*

### **3. Job Support Scheme (JSS)**

**The Job Support Scheme has been postponed until furlough ends.**

## **Support for Businesses that pay Business Rates**

### **Local Restrictions Support Grant and Additional Restrictions Grant**

**Businesses required to close in England due to local or national restrictions will be eligible for the following:**

- **For properties with a rateable value of £15k or under, grants to be £1,334 for four weeks, or £667 per two weeks.**
- **For properties with a rateable value of between £15k and £51k grants to be £2,000 for four weeks, or £1,000 per two weeks.**
- **For properties with a rateable value of £51k or over grants to be £3,000 for four weeks, or £1,500 per two weeks.**

**The government is also providing additional funding for councils to run local grant support schemes (the Additional Restrictions Grant). Check with your local authority to find out what may be available.**

This includes:

- 1 Rates relief for the retail, hospitality & leisure sector in England.
- 2 Relief for Nursery businesses that pay business rates.
- 3 The Retail, Hospitality & Leisure Grant Fund. [Now closed.](#)
- 4 The Small Business Grant Fund. [Now closed.](#)

#### **1. Rates Relief for the retail, hospitality & leisure businesses in England:**

- A business rates holiday (100% relief) will apply for eligible businesses for 2020/2021.
- There is no rateable value limit on the relief.
- The relief applies to the leisure & hospitality sectors.
- Applies to occupied properties (including those that have been forced to close due to social distancing) that are wholly or mainly being used as shops, restaurants, cafes, drinking establishments (so includes pubs), cinemas & live music venues, for assembly & leisure, for hospitality, as hotels, guest & boarding premises or self-catering accommodation.
- Businesses do not need to take any action regarding the rates holiday, but local authorities may have to reissue bills. They will do this as soon as possible.
- Any enquiries on eligibility for, or provision of, the reliefs should be directed to the relevant local authority. Guidance for local authorities has been published.

#### **2. Relief for Nursery Businesses that pay business rates:**

- There will be a business rates holiday for nurseries in England for the 2020/2021 tax year

- This will apply to buildings that are occupied by providers on Ofsted's Early Years Register or mainly used for the provision of the Early Years Foundation Stage
- This relief will be applied automatically, and you will receive a new council tax bill where appropriate.

### **3. The Retail, Hospitality & Leisure Grant Fund (RHLG):**

**The Retail, Hospitality and Leisure Grant Fund is now closed. Businesses should have received the grant by 30 September 2020 – contact your local council if you think you're eligible for the grant but have not yet received it.**

- Eligible businesses in these sectors with a property that has a rateable value of up to & including £15,000 will receive a grant of £10,000.
- Eligible businesses in these sectors with a property that has a rateable value of over £15,000 & less than £51,000 will receive a grant of £25,000.
- Businesses with a rateable value of £51,000 or over are not eligible for this scheme.
- Eligible businesses are those with properties which on 11 March 2020 had a rateable value of less than £51,000 & would have been eligible for a discount under the business rates Expanded Retail Discount Scheme had that scheme been in force.

### **4. The Small Business Grant Fund:**

**The Small Business Grant Fund is now closed. Businesses should have received the grant by 30 September 2020 – contact your local council if you think you're eligible for the grant but have not yet received it.**

- All eligible businesses in England in receipt of Small Business Rates Relief (SBRR) or Rural Rates Relief (RRR) in the business rates system will receive a grant of £10,000.
- Eligible businesses are those with a property that on 11 March 2020 was eligible for SBRR or RRR, including those receiving a discount on a sliding scale.
- Eligible businesses do not need to apply – they will be contacted by their local authority.

Any enquiries regarding reliefs & grants should be directed to the relevant local authority.

Grant income under the Small business Grants & the Retail, Hospitality & Leisure Grants will be subject to tax.

## **Support for the Self-Employed**

This includes:

- 1 The Self-Employed Income Support Scheme.
- 2 The Self-Employed Income Support Scheme Grant Extension.

### **1 The Self-Employed Income Support Scheme:**

**Applications for the first and second grants under the scheme closed on 13 July 2020 and 19 October 2020 respectively.**

**Note re eligibility for first and second grants**

- To be eligible you will be self-employed as an individual or member of a partnership &:
  - have traded in the tax year 18/19 and submitted your Income Tax Self-Assessment tax return for that year on or before 23 April 2020.
  - have traded in the tax year 19/20.
  - intend to continue to trade in 20/21.
  - your trade has been adversely affected by coronavirus.

**Examples of adversely affected:**

- You are unable to work because you are shielding, self-isolating, on sick leave because of coronavirus or have caring responsibilities because of coronavirus.
- You have had to scale down or temporarily stop trading because your supply chain has been interrupted, you have fewer or no customers or clients, your staff are unable to come to work, one or more of your contracts have been cancelled, or you had to buy protective equipment so you could trade following social distancing rules.

**The way HMRC works out eligibility:**

- Firstly, HMRC will look at your 18/19 Self-Assessment tax return – trading profits must be no more than £50,000 & at least equal to your non-trading income,
- If you're not eligible based on the 18/19 return, HMRC will look at the tax years 16/17, 17/18 & 18/19.

Full guidance on the way HMRC assesses eligibility can be found at:

[www.gov.uk/guidance/how-hmrc-works-out-total-income-and-trading-profits-for-the-self-employment-income-support-scheme](http://www.gov.uk/guidance/how-hmrc-works-out-total-income-and-trading-profits-for-the-self-employment-income-support-scheme)

**2 The Self-Employed Income Support Scheme Grant Extension:**

**The amount payable for November to January 2020 has been increased to 80% of average trading profits.**

**The claims window will open at the end of November rather than the middle of December.**

**The level of the grant for February to April will be set in due course.**

The extension takes the form of two grants, each available for a three-month period covering (i) November 2020 to January 2021 and (ii) February 2021 to April 2021.

**Who can claim?**

To be eligible you will be self-employed as an individual or member of a partnership &:

- Have been previously eligible for the Self-Employment Income Support Scheme first and second grant (**although you do not have to have claimed the previous grants**).

- Declared that you intend to continue to trade and are either currently actively trading but are impacted by reduced demand due to coronavirus; or were previously trading but are temporarily unable to do so due to coronavirus.

### ***What does the grant extension cover?***

Grants will be paid in two lump sum instalments each covering a three-month period.

- (i) For the three-month period from 1 November 2020 until 31 January 2021. This will be a taxable grant covering **80% of average monthly trading profits for November to January**, capped at **£7,500** in total.
- (ii) For the three-month period from 1 February 2021 to 30 April 2021. The Government will review the level of the second grant and set this in due course.

### ***How to claim***

Full details about claiming will be provided by HMRC in due course on GOV.UK

**The date to apply has been brought forward to 30 November.**

## **Payment of Tax**

This includes:

- 1 Time to pay
- 2 Deferral of VAT payments
- 3 Deferral of income tax payments

### **1 Time to pay:**

- All businesses & self-employed people in financial distress, & with outstanding tax liabilities, may be eligible to receive support through HMRC's Time to Pay service.
- This allows businesses & individuals to pay off their debt by instalments over a period of time & the first payment can be delayed for up to 3 months.
- Arrangements will be agreed on a case-by-case basis.

HMRC can be contacted via webchat. Go to:

[www.gov.uk/government/organisations/hm-revenue-customs/contact/coronavirus-covid-19-helpline](https://www.gov.uk/government/organisations/hm-revenue-customs/contact/coronavirus-covid-19-helpline)

Or phone the coronavirus (COVID-19) helpline on: 0800 024 1222

- Taxpayers who have received a payment demand, like a tax bill or a letter threatening legal action should call the HMRC office that sent them the letter.
- Those who have not received a bill, or a letter can call the Payment Support Service on: 0300 200 3835
- Individuals who cannot pay their Self-Assessment tax bill & who owe less than £10,000 might be able to arrange to pay in instalments online.

Go to: [www.gov.uk/difficulties-paying-hmrc](https://www.gov.uk/difficulties-paying-hmrc) & click on the link arrange to pay in instalments on line & sign in using the Government Gateway.

- Alternatively contact the Self-Assessment Payment Helpline on: 0300 200 3822

## 2 Deferral of VAT Payments:

The VAT payments deferral scheme ended on 30 June 2020.

**Under the original scheme any VAT payments deferred between 20 March and 30 June had to be paid in full on or before 31 March 2021. As part of the “Winter Economy Plan”, however, businesses have been given more breathing space through a New Payment Scheme, which gives them the option to pay back in smaller instalments. Rather than paying a lump sum in full at the end of March 2021, businesses will be able to make 11 smaller interest-free payments during the 2021/2022 financial year.**

In addition, if you need more help to pay your VAT, you may be eligible to get support through HMRC’s Time To Pay Service. Go to: <https://www.gov.uk/difficulties-paying-hmrc>

## 3 Deferral of Income Tax Payments:

- Income tax self-assessment payments due on 31 July 2020 may be deferred until 31 January 2021.
- You are eligible if you are due to pay your second self-assessment payment on account on 31 July 2020.
- You do not need to be self-employed to be eligible for the deferment.
- This is an automatic offer with no applications required.
- No penalties or interest for late payment will be charged if payment is deferred until January 2021.

**As part of the “Winter Economy Plan” there will be an additional 12-month extension from HMRC on the “Time to Pay” self-service facility, meaning payments deferred from July 2020, and those due in January 2021, will now not need to be paid until January 2022.**

**Taxpayers with up to £30,000 of self-assessment liabilities due on 31 January 2021, whether deferred from July 2020 or otherwise due by 31 January under self-assessment, can make payment in 12 instalments under the time to pay arrangements – this means that the final payment would not be due until January 2022. Payment must be made by direct debit and will be subject to simple interest at 2.6% from 1 February 2021.**

**To set the payment plan up taxpayers need to submit their tax return for 2019/2020 & then apply via their online tax account or by phone on 0300 200 3822.**

**To be eligible, taxpayers need to have no outstanding tax returns, other tax debts or other HMRC payment plans set up. The debt needs to be between £32 and £30,000 and the payment plan needs to be set up no later than 60 days after the due date of the debt.**

## **Other Support for Businesses**

- 1 Coronavirus Business Interruption Loan Scheme (CBILS)
- 2 Coronavirus Future Fund
- 3 Coronavirus Bounce Back Loan (BBL)
- 4 Coronavirus Large Business Interruption Loan Scheme (CLBILS)
- 5 COVID-19 Corporate Financing Facility (CCFF)

### **1 Coronavirus Business Interruption Loan Scheme (CBILS):**

**The deadline for applications has been extended to 31 January.**

**Lenders have been given the ability to extend the length of loans from a maximum of six year to ten years if it will help businesses to repay the loan.**

The scheme helps small & medium-sized businesses to access loans & other kinds of finance up to £5 million.

The government guarantees 80% of the finance to the lender & pays interest & any fees for the first 12 months.

#### ***Businesses that are eligible:***

- Are based in the UK.
- Have an annual turnover of up to £45 million.
- Can demonstrate they would be viable if not for coronavirus.
- Can demonstrate they have been adversely affected by coronavirus.
- Can confirm they were not classed as a business in difficulty on 31December 2019 if they want to borrow £30,000 or more.
- The scheme is not open to banks, insurers & reinsurers, public-sector bodies, or state-funded primary & secondary schools.

#### ***Length of the loan:***

- Up to 3 years for overdrafts & invoice finance facilities.
- Up to 6 years for loans & asset finance facilities. Extended to a maximum of 10 years.

#### ***How to apply:***

- Over 50 lenders are participating including all the main retail banks. Approaches should be made directly to the lender via their website.
- Businesses will need to say how much they'd like to borrow, what the money is for & how long they'd like to pay it back.
- Businesses will need to provide documents showing that they can repay the loan, such as business plans & cash flow forecasts.
- The lender will assess whether the loan is suitable, affordable & the right type of finance.
- Businesses that are turned down by one lender can approach others or use a broker.

To find a lender go to:

[www.gov.uk/guidance/apply-for-the-coronavirus-business-interruption-loan-scheme](http://www.gov.uk/guidance/apply-for-the-coronavirus-business-interruption-loan-scheme)

## 2 Coronavirus Future Fund

**The deadline for applications has been extended to 31 January.**

The Future Fund provides government loans to UK based companies ranging from £125,000 to £5 million, subject to at least equal match funding from private sectors.

A business is eligible if:

- It is UK-incorporated. If it is part of a corporate group, only the parent company is eligible.
- It has raised at least £250,000 in equity investment from third-party investors in the last 5 years.
- None of its shares are traded on a regulated market, multilateral trading facility or other listing venue.
- It was incorporated on or before 31 December 2019.
- At least one of the following is true – half or more employees are UK based or half or more revenues are from UK sales.

The scheme is open to applications until the end of September 2020.

Find out how to apply at: <https://www.uk-futurefund.co.uk/s/>

## 3 Coronavirus Bounce Back Loan (BBLs)

**The Government has introduced a Pay as You Grow flexible repayment system which will provide flexibility for firms repaying a Bounce Back Loan.**

**The length of the loan will be extended from six years to ten, thus cutting monthly repayments by nearly half. Interest-only periods of up to six months and payment holidays will also be available.**

**Applications for the scheme have been extended to 31 January – however, most lenders require a background-check appointment and as there are a finite number of spots businesses should not leave it until the last minute to apply!**

The scheme helps small & medium-sized businesses to borrow between £2,000 & up to 25% of their turnover. The maximum loan available is £50,000.

The government guarantees 100% of the loan & there will be no fees or interest to pay for the first 12 months. After 12 months the interest rate will be 2.5% a year.

### ***Businesses that are eligible:***

- Are based in the UK.
- Were established before 1 March 2020.
- Have been adversely impacted by the coronavirus.
- Can confirm that they're complying with additional state aid restrictions if they were classed as a business in difficulty on 31 December 2019.
- The scheme is not open to banks, insurers & reinsurers, public-sector bodies, or state-funded primary & secondary schools.

Businesses cannot apply if they're already claiming under the CBILS, CLBILS or COVID-19 Corporate Financing Facility.

If businesses have already received a loan of up to £50,000 under one of these schemes, they can transfer it to the BBLs.

***Length of the loan:***

- The length of the loan is 6 years (now extended to 10), but it can be repaid early without a fee.
- No repayments will be due during the first 12 months.

***How to apply:***

- There are 11 lenders participating in the scheme including many of the retail banks.
- A suitable lender should be approached directly.
- An online application form will need to be completed, along with a self-declaration of eligibility.
- Businesses that are turned down by one lender can approach others or use a broker.

To find a lender go to:

[www.gov.uk/guidance/apply-for-a-coronavirus-bounce-back-loan](http://www.gov.uk/guidance/apply-for-a-coronavirus-bounce-back-loan)

#### **4 Coronavirus Large Business Interruption Loan Scheme (CLBILS)**

**The deadline for applications has been extended to 31 January.**

The Coronavirus Large Business Interruption Loan Scheme supports UK based large businesses with an annual turnover of over £45 million, who have not received support under the Bank of England's COVID-19 Corporate Financing Facility (CCFF).

All viable businesses (if not for the pandemic) with turnover of more than £45 million per year that have been affected by coronavirus can apply.

Businesses can apply for loans, revolving credit facilities (including overdrafts), invoice finance and asset finance.

A lender can provide up to 25% of a business's annual turnover up to a maximum of £200 million.

Finance is available from 3 months to 3 years.

For more information go to:

[www.gov.uk/guidance/apply-for-the-coronavirus-large-business-interruption-loan-scheme](http://www.gov.uk/guidance/apply-for-the-coronavirus-large-business-interruption-loan-scheme)

#### **5 COVID-19 Corporate Financing Facility (CCFF)**

Under the COVID-19 Corporate Financing Facility the Bank of England will buy short-term debt from large companies.

The scheme is delivered through commercial lenders, backed by the Bank of England.

For more information go to:

<https://www.gov.uk/guidance/apply-for-the-covid-19-corporate-financing-facility>

## **Other Matters**

- Changes to insolvency laws.
- Filing deadline for company accounts.
- COVID-19 Risk Assessments.

### **Changes to insolvency laws:**

The Corporate Insolvency and Governance Act received Royal Assent and came into force on 26 June 2020.

The Act provides temporary relief until 30 September 2020 from being subject to a winding up petition and from wrongful trading provisions where a business can demonstrate its difficulties arise from trading conditions arising from the COVID-19 pandemic.

Certain measures have now been extended beyond 30 September to give businesses additional breathing space.

For full details go to:

<https://www.gov.uk/government/news/government-gives-businesses-much-needed-breathing-space-with-extension-of-insolvency-measures>

### **Filing deadlines for companies:**

Most companies have been given a 3-month accounts' filing deadline extension. Deadlines have been updated automatically and can be checked using the Companies House service:

<https://beta.companieshouse.gov.uk/>

The current 14-day deadline for submitting the annual Confirmation Statement has been extended to 42 days.

There are other temporary extensions to company filing deadlines, for details go to:

<https://www.gov.uk/government/publications/the-companies-etc-filing-requirements-temporary-modifications-regulations-2020/temporary-changes-to-companies-house-filing-requirements>

### **COVID-19 Risk Assessments**

The Department for Business, Energy and Industrial Strategy has issued new guidance to help employers safely reopen workplaces in England.

As part of this employers will need to conduct COVID-19 risk assessments, in consultation with workers or trade unions, to establish what guidelines to put in place.

The Government expects organisations that employ more than 50 members of staff to publish the results of the risk assessments on their website.

That expectation does not apply to the smaller employers, although they are also being advised to publish the results online.

***The information contained in this guidance has been obtained from public sources and every attempt has been made to ensure its accuracy at the date of publication. This information is subject to change and we will not accept liability for losses arising from changes in the law or the interpretation thereof.***