



## Checklist for small businesses on accessing government support

Small businesses face unprecedented challenges in the face out the COVID-19 outbreak, with long-term business interruption and enforced closure as a result of social distancing measures. The government has announced a raft of measures to help keep small businesses afloat during this time. Collected below are the main ways in which small business owners can access financial support from the government. We recommend:

- a) small businesses to access the support where required
- b) our wider network to share this information with your own small business networks.

This advice and checklist below is accurate at the time of publishing and we endeavour to update as quickly as possible. For the most up-to-date guidance for businesses, please visit [GOV.UK](https://www.gov.uk) for relevant detailed guidance and [businesssupport.gov.uk](https://businesssupport.gov.uk) for cases studies and frequently asked questions (FAQs).

Support	What is it	Next steps	Applicability	Status
<a href="#">Job Retention Scheme</a>	<p>UK employers can claim back up to 80% of workers' wage costs from HMRC (up to a cap of £2500 per month) if they otherwise would have been laid off during the crisis.</p> <p>You can choose to top up your employees' salaries, but do not have to do so. Employees must not work or provide any services for the business while furloughed, even if they receive a top-up salary.</p> <p>The scheme is open to all UK employers that had created and started a PAYE payroll scheme on 28 February 2020.</p>	<ul style="list-style-type: none"> <li>• Designate affected employees as 'furloughed workers,' and notify your employees of this change. Changing the status of employees remains subject to existing employment law and, depending on the employment contract, may be subject to negotiation. Any agreement to be furloughed must be confirmed in writing by the employee in order to be eligible for the grant.</li> <li>• Submit information to HMRC about the employees that have been furloughed and their earnings through a new online portal. Information to make a claim can be found <a href="#">here</a>.</li> <li>• Wait until HMRC set up the online portal to submit information and reimburse employees. This is expected to be online by the end of <a href="#">April</a>.</li> </ul>	<p>Eligible <input type="checkbox"/></p> <p>Not eligible <input type="checkbox"/></p>	<p>Application in progress <input type="checkbox"/></p> <p>Applied <input type="checkbox"/></p> <p>Grant received <input type="checkbox"/></p> <p>Monitor situation <input type="checkbox"/></p>



**Deferred VAT  
until June 2020**

For self-employed people and business owners, HMRC are deferring VAT payments for 3 months from 20 March 2020 until 30 June 2020. This means you do not have to pay VAT until June 2020; after this date, you will have to pay it.

Nothing immediately.  
  
You do not have to pay VAT or income tax if you are unable to for this period.  
  
This is a deferral, not a free pass. Don't spend savings unless crucial.

Eligible       Application in progress   
Not eligible       Applied   
Grant received   
Monitor situation

**Deferred  
Income Tax  
until January  
2021**

All taxpayers with a second self-assessment payment on account due on 31 July 2020 can defer payment to July 31 2021.

It is not necessary to be self-employed to be eligible for the deferral.

Nothing immediately.  
  
This is an automatic offer with no applications required. No penalties or interest for late payment will be charged if you defer payment of your July 2020 payment on account until January 2021.

This is a deferral, not a free pass. Don't spend savings unless crucial.

Eligible       Application in progress   
Not eligible       Applied   
Grant received   
Monitor situation

**Reclaiming  
Statutory Sick  
Pay (SSP) for  
employees off  
sick with  
COVID-19**

You can reclaim SSP at the cost of £94.25 per week for staff sickness absence due to COVID-19, or for those who are unable to work due self-isolation.

The refund will cover SSP for up to 2 weeks per employee who has been unable to work because of COVID-19.

Employees will not need to provide a GP note to be eligible.

- Keep records of staff absences and payments of SSP.
- Wait for HMRC to set up the system to claim this back. We do not know timescales as to when this will be at present.

Eligible       Application in progress   
Not eligible       Applied   
Grant received   
Monitor situation





**Business Rates holiday**

There is a business rates holiday for retail, hospitality and leisure businesses, as well as all nurseries based in England, for the tax year 6 April 2020 – 5 April 2021.

Nothing. The council should not charge business rates from your next council tax bill in April. A full list of eligible businesses can be viewed [here](#).

If you received the retail discount in the 2019 to 2020 tax year you will be re-billed by your local authority as soon as possible.

- Eligible
- Not eligible
- Application in progress
- Applied
- Grant received
- Monitor situation

**Grant funding schemes**

Two grant funding schemes have been made available: Small Business Grant and the Retail, Hospitality and Leisure Grant.

If you are a small business in receipt of small business rate relief or rural rate relief, you will receive a grant of £10,000.

If you have a rateable value of between £15,001 and £51,000, you will receive a grant of £25,000.

Nothing. Your local authority should write to you if you are eligible.

- Eligible
- Not eligible
- Application in progress
- Applied
- Grant received
- Monitor situation

**Coronavirus business interruption loan scheme (CBILS)**

The Government is underwriting interest free loans which will be delivered by accredited lenders.

It has been recently announced lenders will not be requesting personal guarantees on loans under £250,000.

The full rules of the Scheme and the list of accredited lenders is available on the [British Business Bank website](#)

Although the loans are being underwritten by the government, it should be noted that the borrower is fully liable for the debt.

- Eligible
- Not eligible
- Application in progress
- Applied
- Grant received
- Monitor situation

