

SMTA Member Update 3

To our SMTA members,

As we continue deal with the COVID-19 pandemic, the SMTA is working hard to make sure our members get the services and support you need, for however long you need them.

We cannot predict how the situation will develop, but we'll remain flexible and adapt to any changes that any of our members are facing. Our team is here to help and contact information for our staff that are available can be found on our home page of our website—www.smta.co.uk

Please find below a round up of the weekly COVID-19 information that you may find helpful.

Sandy Burgess , SMTA Chief Executive



HMRC - Help to claim – Coronavirus Job Retention Scheme



Update from HMRC: We are now writing to tell you how and when to access the system with some more information about what you will need to have ready before the system goes live.

We are also updating you on an important change to the scheme relating to employee eligibility: you can claim for employees that were employed as of 19 March 2020 and were on your PAYE payroll on or before that date; this means that you will have made an RTI submission notifying us of payment of that employee on or before 19 March 2020

Employees that were employed as of 28 February 2020 and on payroll (i.e. notified to us on an RTI submission on or before 28 February) and were made redundant or stopped working for you after that, and prior to 19 March 2020, can also qualify for the scheme if you re-employ them and put them on furlough.

More information on this can be found on [GOV.UK](https://www.gov.uk).

How to claim

As you prepare to make a claim, please note: the online claim service will be launched on GOV.UK on 20 April 2020 – please do not try to access it before this date as it won't be available

The only way to make a claim is online – the service should be simple to use and any support you need available on GOV.UK; this will include help with calculating the amount you can claim, you can make the claim yourself even if you usually use an agent, claims will be paid within 6 working days; you should not contact us unless it is absolutely necessary – any queries should be directed to your agent, representative or our webchat service

We cannot answer any queries from employees – they will need to raise these with you, as their employer, directly.



Information you will need before you make a claim

In addition to the information in our previous email, you will need to have the following before 20 April 2020:

a Government Gateway (GG) ID and password – if you don't already have a GG account, you can apply for one online, or by going to GOV.UK and searching for 'HMRC services: sign in or register'

be enrolled for PAYE online – if you aren't registered yet, you can do so now, or by going to GOV.UK and searching for 'PAYE Online for employers'

The following information for each furloughed employee you will be claiming for:

Name.

National Insurance number.

Claim period and claim amount.

PAYE/employee number (optional).

if you have fewer than 100 furloughed staff – you will need to input information directly into the system for each employee

if you have 100 or more furloughed staff – you will need to upload a file with information for each employee; we will accept the following file types: .xls .xlsx .csv .ods.

If you want an agent to act for you - Please note: agents authorised to act for you on PAYE matters can make the claim on your behalf using their ID and password you will need to tell your agent which UK bank account you want the grant to be paid into, in order to ensure funds are paid as quickly as possible to you.

You should retain all records and calculations in respect of your claims. Guidance on GOV.UK is being regularly updated so please review it frequently.

The Coronavirus Business Interruption Loan Scheme (CBILS) is now available through participating lenders



The Coronavirus Business Interruption Loan Scheme (CBILS) is available for SMEs through more than 40 accredited lenders across the UK.

[Visit www.british-business-bank.co.uk here for more info](http://www.british-business-bank.co.uk)

Employment Law Update including furlough information



Please find a Q&A document for employers from Just Employment Law that you may find useful.

[Coronavirus update for Employers](#)

DVLA Update - contact centre open for urgent key worker assistance



Update from DVLA to all SMTA members:

Due to the reduced number of staff that DVLA have available to work on site in the DVLA they are having to prioritise their work and services to focus on critical workers and the services that they are providing to deal with the pandemic and to keep the country going.

The DVLA Contact Centre is now available from Monday to Friday between 10am and 4pm. In order that we can focus their available resources on those in most need they are now prioritising their resources to handle urgent calls from those who are directly involved in the nation's response to COVID-19 as a key worker. Their staff will **not** be able to respond to other queries at this time.

Please can we ask that any members, who meet the above criteria, to use one of the following links which will provide them with up to date contact details for drivers and vehicles related issues. These links will be kept up to date with the latest information. Vehicles information - [click here](#); Drivers & Medical Information - [click here](#)

For updates and advice please go to <https://www.gov.uk/dvla>

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