

## Guidance on completing an application for the Salary Support Scheme

The Isle of Man Government has set out a package of measures to support local businesses throughout the unprecedented disruption caused by COVID-19. Details of these measures can be found at <https://covid19.gov.im/businesses/funding-support/>

This guidance is aimed at assisting with the submission of an application for the Salary Support Scheme. Before applying for the scheme please read carefully the [Guidance](#) and [Q&A](#) . The online application can be found at <https://covid19.gov.im/businesses/funding-support/salary-support-scheme/> and then clicking on the 'Claim Now' button.

**Please note that there are no functions to save a part-completed application therefore please have all the information required before starting to complete the application.**

**There is a file template which needs to be downloaded to record employee details. We recommend that this file is completed and saved prior to commencing the application process. The template can be found within the 'File Attachment' section of the application and further details on how to download the file can be found below.**

### *Employers Details*

Employers Name	Please enter the registered name of the Employer
Employers Tax Reference	Please enter your Employers Tax Reference which was issued by the Income Tax Division in the format 'X123456E01'
Claim Period	There are three claim periods within the twelve weeks the scheme covers commencing from 2 <sup>nd</sup> March 2020 to 24 <sup>th</sup> May 2020. A separate application must be submitted for each claim period, after the period has ended. Use the drop down to select which claim period the application applies to.
Business Sector	From the drop down select the sector in which the businesses income is wholly or mainly from.
Description of Business Activity	Please enter a brief description of the main functions of the business
Contact Name	Please enter the name of the person to whom the Treasury should contact regarding the application
Email	Please enter the email of the person to whom the Treasury should contact regarding the application
Telephone	Please enter the telephone number of the person to whom the Treasury should contact regarding the application

### **Companies Only**

Company Registration ( <i>optional</i> )	Please enter the company's registry number in the format '123456X'
Beneficial Ownership	Please enter the name/s of the businesses ultimate beneficial owner/s at the time of this application

### **Probity Requirements**

This section requires the applicant to confirm either 'Yes' or 'No' that the business complies with the statutory probity requirements of the scheme as set out in section 9 of the [Statutory Document 2020/0190](#).

### **Arrears**

This section requires the applicant to declare either 'Yes' or 'No' to the business having any arrears in relation to Income Tax, National Insurance contributions, Value Added Tax or any other taxes/duties payable. Where the applicant declares 'Yes' they should then enter details of which tax/obligation the arrears relate to and the amount. Please note, having tax arrears does not prohibit the business from applying for the salary support scheme.

### **Registered Address**

Using the 'Address search' function enter the post code used in the businesses registered address and press 'search'. Select the correct address from the drop down that will appear to the right of the 'search' button and the address fields will then auto fill. However, if the correct address cannot be found then please enter the details manually into the address fields provided.

### **Banking Details**

The applicant must enter the details of the bank account into which the final payment should be made if the application is approved.

Bank Account Name Reference	Please enter the name of the bank account. Only characters 'A-Z' or 'a-z' and spaces are allowed. This does not need to exactly match the name on the account as it is only used for reference purposes
Account Number	Please enter the Account Number which must be 8 digits exactly including any leading zeros
Account Number Confirmation	Please re-enter the Account Number which must be the same as the Account Number provided
Sort Code	Please enter the Sort Code in the format 123456
Sort Code Confirmation	Please re-enter the Sort Code which must be the same as the Sort Code provided

## File Attachment

Details of remuneration paid and the amount claimed under the scheme for each employee must be attached to the application. We have provided a template spreadsheet which can be downloaded by clicking on the 'Download' button. The template is in the excel format (xlsx) however, there are free apps available including Google Sheets for Android and ISO which will open and allow the user to edit the spreadsheet where Microsoft Excel is not available.

Once opened the spreadsheet will display the following headed columns: -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Claim Reference (Internal Use Only)	Name	NI Number	Contract Type	Week 1 Hours	Week 1 Claim	Week 2 Hours	Week 2 Claim	Week 3 Hours	Week 3 Claim	Week 4 Hours	Week 4 Claim	Amount Claimed	Gross Pay in Period	Employment Continued
1															
2		Joe Bloggs	A123456XX	FT	37	280	37	280	37	280	37	280	1120	5000	Y
3		Ann Bloggs	B123456XX	PT	20	160	20	160	20	160	20	160	640	2560	Y
4		Ben Bloggs	C123456XX	Z	0	0	5	40	11	88	0	0	128	700	N
5						0		0		0		0	0		

The details of each employee for which a claim is being made needs to be entered onto the spreadsheet using one row per employee. Only columns B, C, D, E, G, I, K, N and O require completion by the applicant as columns F, H, J, L and M will pre-fill, based on the data entered, once the other columns are completed.

Column A (Claim Reference [Internal Only])	Leave blank for internal use
Column B (Name)	Enter the full name of employee
Column C (NI Number)	Enter the full NINO of the employee
Column D (Contract Type)	Select from the drop down either 'FT' full time, 'PT' part time or 'Z' zero hours to indicate the employee's contract type.
Column E (Week 1 Hours)	In the case of a full time or part time employee please enter the number of hours the employee was <b>contracted to work</b> during week 1 of the period of the claim. For employees on zero hours contracts please enter the actual number of hours worked.
Column F (Week 1 Claim)	Pre-fills giving the amount of claim for week 1
Column G (Week 2 Hours)	In the case of a full time or part time employee please enter the number of hours the employee was <b>contracted to work</b> during week 2 of the period of the claim. For employees on zero hours contracts please enter the actual number of hours worked.
Column H (Week 2 Claim)	Pre-fills giving the amount of claim for week 2
Column I (Week 3 Hours)	In the case of a full time or part time employee please enter the number of hours the employee was <b>contracted to work</b> during week 3 of the period of the claim. For employees on zero hours contracts please enter the actual number of hours worked.
Column J (Week 3 Claim)	Pre-fills giving the amount of claim for week 3
Column K (Week 4 Hours)	In the case of a full time or part time employee please enter the number of hours the employee was <b>contracted to work</b> during week 4 of the

	period of the claim. For employees on zero hours contracts please enter the actual number of hours worked.
Column L (Week 4 Claim)	Pre-fills giving the amount of claim for week 4
Column M (Amount Claimed)	Pre-fills giving the total amount claimed for the employee for the 4 week period
Column N (Gross Pay in Period)	Enter the gross remuneration paid to the employee for the 4 week period (before tax and national insurance deductions).
Column O (Employment Continued)	Select from the drop down either 'Y' or 'N' to indicate if the employees contract of employment is continuing past the end of the 4 week period

Once all employee details have been completed save the spreadsheet for your future records by clicking on the 'File' tab in the top left, select 'Save As' and then browse to the location where the file is to be saved and click 'Save'.

To expedite the application process the spreadsheet should also be saved as a 'CSV' file before attaching it to the application. To do this click on 'File' tab in the top left, select 'Save As', browse to the location where the file is to be saved and in the drop down 'Save as type' select 'CSV' and click 'Save'. There will now be two versions of the spreadsheet saved; one as an 'xls' or 'xlsx' file and another as 'CSV'. Either file type can be attached to the application however, as stated above attaching the CSV file type will help expedite the processing of your application.

Once the template is complete, navigate back to the online application form and press the 'Select file...' button and browse to the location where the completed spreadsheet is saved. Select the file, preferably saved in the 'CSV' format and press 'Open' to attach it to your application. The file should now show in the box to the right of 'Select file....' with a green tick.

### ***Claimed Amount***

The applicant must enter the total amount they are claiming for in respect of all the employees they have remunerated during the period as detailed in the attached spreadsheet. The spreadsheet will give the total claimed for each employee, therefore the applicant needs to calculate the overall total being claimed (the sum of all rows in column M 'Amount Claimed').

### ***Additional Comments***

Use this section to give details of any additional information or comments regarding the business or the application.

### ***Qualifying Business Declaration***

This section requires the applicant to declare either 'Yes' or 'No' that the business is a qualifying business as set out in section 6 of the [Statutory Document 2020/0190](#).

### ***CFO approval reference***

Where the applicant declares that the business does not qualify under the scheme then they should use this section to state under what conditions and why they consider the business to be eligible for the scheme. Where a business has received a specific approval for inclusion from the Chief Financial Officer they should include the CFO approval reference.

### ***Declaration and Authorised Signatory***

This section outlines the legal declaration which the applicant affirms by entering their full name, position held within the business and confirming that the information provided within the application is true and correct. It is strongly advised that the applicant reads each of the declarations as any false declarations or application may be prosecuted and/or be liable to repay monies paid over as per sections 12 and 13 of the [Statutory Document 2020/0190](#). Once the applicant has completed the declaration the application will be ready to submit by clicking on the 'Submit' button.