



NANNYTAX

SSP CLAIM PROCESS

1

Login in using your PAYE account information

To use the online service you will need the Government Gateway user ID received when you registered for PAYE Online. If you have not registered for a PAYE online account then we suggest you visit step 3 in our [furlough portal](#) for a step by step guide on how to do this.

2

Agreement

Read through and if in agreement, accept and continue.

3

Did you employ fewer than 250 people on 28 February 2020?

This includes all employees across multiple PAYE schemes for the same employer
Please enter the appropriate answer to this question. Please note, you can only submit a SSP claim if you employed fewer than 250 people on the 28th of February 2020.

4

Are you claiming for coronavirus Statutory Sick Pay you have already paid to your employees?

Please enter the appropriate answer to this question.

If you chose yes, continue on to step 5. If you choose no, you'll not be able to claim for SSP as you need to have already paid your employee this SSP.

5

How many employees are you claiming for?

You can claim for multiple employees at once as long as they are within this PAYE scheme.
Please enter the appropriate answer to this question.

6

Enter claim period

The claim period can include one or more pay periods that contain coronavirus Statutory Sick Pay payments made to your employees.

The start date is the first day of the earliest pay period and cannot be before 13 March 2020.

The end date is the last day of the most recent pay period.

- Claim period start date (For example, 15 3 2020)
- Claim period end date (For example, 27 3 2020)



SSP CLAIM PROCESS CONTINUED...

7

How much coronavirus Statutory Sick Pay are you claiming back?

Remember you can only claim back coronavirus Statutory Sick Pay that:

- you have already paid to your employees
- you have not previously claimed back
- has been paid for coronavirus sickness or isolation absence on or after 13 March 2020
- is up to a maximum of 2 weeks per employee across all claims

The weekly rate was £94.25 before 6 April 2020 and is now £95.85. You can pay your employee more than the statutory amount but you can only claim up to the weekly rate paid.

Use the [SSP calculator](#) to work out the actual amount.

8

What type of bank or building society account should we pay the claim?

Once HMRC have received and checked your claim, the claim amount will be paid via BACS payment to your UK bank account. This can be a business or personal account.

9

Enter UK bank or building society account details

HMRC will pay your coronavirus Statutory Sick Pay claim into this account once they have checked your claim. You will need to provide them:

- Account holder's first name
- Account holder's last name
- Sort code
- Account number
- Building society roll number (if you have one)

10

Find the billing address for this account

You can enter the UK postcode to find the address automatically or you can enter the address manually.

11

Who should we contact about this claim?

We will only use these details if we have queries about your coronavirus Statutory Sick Pay claim.

12

Submit Claim

Check the information you've provided and submit your claim.