



Employer name:

Case reference:

If you have lost your job because your employer is insolvent you have rights to claim the money you're owed.

What you need to make a claim online

To complete your claim online you need your:

- National Insurance number
- email address
- case reference
- employment details, including salary and start date
- holiday entitlement and number of days taken
- bank or building society details (so we can pay you quickly)

To start a claim

1. Visit www.gov.uk/claim-redundancy
2. Click **Start now**
3. Verify your identity
4. Enter your case reference

What you can claim

You may be able to claim:

- redundancy pay - if you've worked for 2 years for an employer
- holiday pay - if you've worked for 1 month for an employer
- compensation for loss of notice - if you've worked for 1 month for an employer
- any other money you're owed, excluding business expenses

Completing your claim

Completing a claim takes between 20 minutes and 1 hour.

For your security the claim will reset if you don't enter any information for more than 30 minutes.

Receiving your payment

The maximum we can pay you is £475 per week for each type of claim. We try to pay you within 3 to 6 weeks of receiving your claim.

If you're unable to get online

If you're having difficulty getting online you can:

- ask someone you know to help
- check if your local library has internet access or call 0800 771 234 to find your nearest internet location
- call us on 0330 331 0020 (select option 1)

Your eligibility

You can only make a claim if you're one of the following:

- British national
- European Economic Area national
- Commonwealth citizen who has a right to work in the UK

If you're unsure whether you can claim, contact 0330 331 0020.

Contact us

Please quote your case reference (e.g. CN12345678) or National Insurance number when contacting us.

- Email: redundancypaymentsonline@insolvency.gsi.gov.uk
- Telephone: 0330 331 0020 (select option 1). Opening hours are 9am to 5pm, Monday to Friday.

For more information

Website: www.gov.uk/your-rights-if-your-employer-is-insolvent