

Self-employment Income Support Scheme

as at 27th March 2020

How to access

- you cannot apply for this scheme yet. **HMRC will contact you** if you are eligible for the scheme and invite you to apply online
- individuals do not need to contact HMRC now and doing so will only delay the urgent work being undertaken to introduce the scheme
- you will access this scheme only through GOV.UK

If someone texts, calls or emails claiming to be from HMRC, saying that you can claim financial help or are owed a tax refund, and asks you to click on a link or to give information such as your name, credit card or bank details, it is a scam.

After you've applied

Once HMRC has received your claim and you are eligible for the grant, they will contact you to tell you how much you will get and the payment details. **If you claim tax credits you'll need to include the grant in your claim as income.**

Other help you can get

The government is also providing the following additional help for the self-employed:

- deferral of Self Assessment income tax payments due in July 2020 and VAT payments due from 20 March 2020 until 30 June 2020
- grants for businesses that pay little or no business rates
- increased amounts of Universal Credit
- Business Interruption Loan Scheme
- If you're a director of your own company and paid through PAYE you may be able to get support using the Job Retention Scheme

Self-employment Income Support Scheme

as at 27th March 2020

Eligibility

You can apply if you're a self-employed individual or a member of a partnership and you:

- have submitted your Income Tax Self Assessment tax return for the tax year 2018-19
- traded in the tax year 2019-20
- are trading when you apply, or would be except for COVID-19
- intend to continue to trade in the tax year 2020-21
- have lost trading/partnership trading profits due to COVID-19

Notes

Use this scheme if you're self-employed or a member of a partnership and have lost income due to coronavirus.

This scheme will allow you to claim a taxable grant worth 80% of your trading profits up to a maximum of £2,500 per month for the next 3 months. This may be extended if needed.

Your self-employed trading profits must also be less than £50,000 and more than half of your income come from self-employment. This is determined by at least one of the following conditions being true:

- *having trading profits/partnership trading profits in 2018-19 of less than £50,000 and these profits constitute more than half of your total taxable income*
- *having average trading profits in 2016-17, 2017-18, and 2018-19 of less than £50,000 and these profits constitute more than half of your average taxable income in the same period*

If you started trading between 2016-19, HMRC will only use those years for which you filed a Self-Assessment tax return.

If you have not submitted your Income Tax Self-Assessment tax return for the tax year 2018-19, you must do this by 23 April 2020. More information: <https://bit.ly/39krBnm>

Coronavirus Job Retention Scheme

as at 27th March 2020

Eligibility

All UK businesses are eligible

How to access

You will need to:

- designate affected employees as 'furloughed workers,' and notify your employees of this change (subject to existing employment law)
- submit information to HMRC about the employees that have been furloughed and their earnings through a new online portal
- HMRC will reimburse 80% of furloughed workers wage costs, up to a cap of £2,500 per month

Notes

HMRC are working urgently to set up a system for reimbursement. Existing systems are not set up to facilitate payments to employers. Employers are currently emailing their information regarding their furloughed employees until the online portal opens.

Potential short term problems and support

- Cashflow - this will be a challenge for many small businesses that aren't operating

If your business needs short term cash flow support, you may be eligible for a Coronavirus Business Interruption Loan [click here https://tinyurl.com/u878le6](https://tinyurl.com/u878le6)

Coronavirus Job Retention Scheme

as at 27th March 2020

Next steps for businesses with employees

- contact your Accountant immediately
- contact your lender about short term cash flow assistance
- speak to your employees about what is going to happen
- designate affected employees as 'furloughed workers'
- submit information to HMRC about the employees that have been furloughed and their earnings
- pay your employees as per HMRC advice
- when HMRC funding comes through you will be able to pay off any loans that were used in the short term to cover wages
- stay in touch with your staff to keep communication lines open and check on their physical and mental health
- more info here <https://tinyurl.com/u878le6>

This scheme has been created to assist you in keeping your employees at no cost to the business, to provide income for your employees and prevent unnecessary redundancies

Coronavirus Business Interruption Loan Scheme (CBILS)

as at 27th March 2020

Eligibility

Open to all UK businesses:

- with an annual turnover of £45M or less
- that meet the other British Business Bank eligibility criteria (check [here](https://tinyurl.com/shkq2o9)) <https://tinyurl.com/shkq2o9>

How to access

- The scheme is now open for applications
- All major banks are offering this scheme, to apply, you should talk to your bank or one of the 40 accredited finance providers (not the British Business Bank) as soon as possible, to discuss your business plan
- Local banks include (but not limited to): RBS, Barclays, Bank of Scotland, HSBC, Lloyds, Natwest, SWIG, Santander, TSB

Notes

Speak to your current lender about eligibility and different finance options for existing debts

If one lender turns you down, you can still approach other lenders within the scheme

Potential short term problems and support

- concerns about additional borrowing

The loans are government backed and interest free for the first 12 months, providing you with the cash you need to cover wages and other costs until you are reimbursed by HMRC or receive any grant you may be entitled to

COVID-19 Corporate Financing Facility

as at 27th March 2020

Eligibility

Open to all non-financial companies that meet the criteria set out on the Bank of England's website [here](#)

How to access

- the scheme is now available for applications
- more information is available from the Bank of England [here](https://bit.ly/3dvdL40) <https://bit.ly/3dvdL40>

Notes

Under this scheme, the Bank of England will buy short term debt from larger companies. This will support your company if it has been affected by a short-term funding squeeze, and allow you to finance your short-term liabilities. It will also support corporate finance markets overall and ease the supply of credit to all firms

Deferred VAT and Income Tax payments - VAT

as at 27th March 2020

Eligibility

Open to **all** UK businesses

How to access

- this is an automatic offer with no applications required
- businesses will not need to make a VAT payment from 20 March 2020 until 30 June 2020 - this may be extended

Notes

- **VAT refunds and reclaims will be paid by the government as normal**
- customers who normally pay by direct debit should cancel their direct debit with their bank if they are unable to pay. Please do so in sufficient time so that HMRC do not attempt to automatically collect on receipt of your VAT return
- HMRC tax support helpline 0800 0159 559
- more info here: <https://tinyurl.com/w8u7ygw>

Potential short term problems and support

- direct debits set up causing cashflow problems - cancel these immediately if needed

Deferred VAT and Income Tax payments - Income Tax

as at 27th March 2020

Eligibility

If you are self-employed you are eligible

How to access

- this is an automatic offer with no applications required
- no penalties or interest for late payment will be charged in the deferral period
- taxpayers will be given until the end of the 2020 to 2021 tax year to pay any liabilities that have accumulated during the deferral period

Notes

- customers who normally pay by direct debit should cancel their direct debit with their bank if they are unable to pay. Please do so in sufficient time so that HMRC do not attempt to automatically collect on receipt of your Income Tax return
- HMRC have also scaled up their Time to Pay offer to all firms and individuals who are in temporary financial distress as a result of Covid-19 and have outstanding tax liabilities
- HMRC tax support helpline 0800 0159 559
- more info click [here](https://tinyurl.com/w8u7ygw) <https://tinyurl.com/w8u7ygw>

Potential short term problems and support

Direct debits set up causing cashflow problems - cancel these immediately if needed

Commercial insurance

as at 27th March 2020

Most commercial insurance policies are unlikely to cover pandemics or unspecified notifiable diseases, such as COVID-19.

However, those businesses which have an insurance policy that covers government ordered closure and pandemics or government ordered closure and unspecified notifiable disease should be able to make a claim (subject to the terms and conditions of their policy).

Insurance policies differ significantly, so businesses are encouraged to check the terms and conditions of their specific policy and contact their providers.

More information on notifiable diseases:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses#support-for-larger-firms-through-the-covid-19-corporate-financing-facility>

Protection from eviction for commercial tenants

as at 27th March 2020

Eligibility

All commercial tenants in England, Wales and Northern Ireland are eligible

How to access

- the change will come into force when the Coronavirus Bill receives Royal Assent
- **no** action is required

Notes

- commercial tenants who cannot pay their rent because of COVID-19 will be protected from eviction
- these measures will mean no business will automatically forfeit their lease and be forced out of their premises if they miss a payment up until **30 June**
- there is the option for the government to extend this period if needed
- **this is not a rental holiday**
- all commercial tenants will still be liable for the rent
- commercial tenants are protected from eviction if they are unable to pay rent
- more info here <https://bit.ly/39lQijk>

Support for businesses paying tax: Time to Pay service

as at 27th March 2020

Eligibility

You are eligible if your business

- pays tax to the UK government
- has outstanding tax liabilities

How to access

- if you have missed a tax payment or you might miss your next payment due to COVID-19, please call HMRC's dedicated helpline: 0800 0159 559
- if you're worried about a future payment, please call HMRC on the above number nearer the time.

Potential short term problems and support

Direct debits set up causing cashflow problems - cancel these immediately if needed

Support for nursery businesses that pay business rates

as at 27th March 2020

Eligibility

All businesses based in England occupied by providers on Ofsted's Early Years Register wholly or mainly used for the provision of the Early Years Foundation Stage

How to access

- there is **no** action for you
- this will apply to your next bill in April 2020 - we will reissue your bill to exclude the business rate charge as soon as possible if you have already received your bill

Notes

- the Government will continue to pay funding to local authorities for the free entitlements for two, three and four-year-olds
- more info: <https://bit.ly/2Jj4lpz>

Potential short term problems and support

Direct debits set up causing cashflow problems - cancel these immediately if needed

Business rates holiday for retail, hospitality and leisure businesses

as at 27th March 2020

Eligibility

All retail, hospitality and/or leisure sector businesses based in England that are being used for:

- **the sale of goods:** shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc), Charity shops, Opticians, Post offices, Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors), Car/caravan show rooms, Second-hand car lots, Markets, Petrol stations, Garden centres, Art galleries (where art is for sale/hire)
- **the provision of services:** Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc), Shoe repairs/key cutting, Travel agents, Ticket offices e.g. for theatre, Dry cleaners, Launderettes, PC/TV/domestic appliance repair, Funeral directors, Photo processing, Tool hire, Car hire, Employment agencies, Estate agents and letting agents, Betting shops
- **the sale of food and/or drink** Restaurants, Cafes, Takeaways, Sandwich shops, Coffee shops, Pubs, Bars
- **cinemas, live music venues, assembly and leisure businesses** (such as Sports grounds and clubs, Museums and art galleries, Nightclubs, Sport and leisure facilities, Stately homes and historic houses, Theatres, Tourist attractions, Gyms, Wellness centres, spas, massage parlours, Casinos, gambling clubs and bingo halls) Public halls, Clubhouses, clubs and institutions
- **the provision of living accommodation as a business:** Hotels, Guest and Boarding Houses, Holiday homes, Caravan parks and sites

How to access

- there is **no** action for you
- this will apply to your next council tax bill in April 2020. If you have already received your bill, we will automatically reissue your new bill to exclude the business rate charge
- we will do this as soon as possible

Notes

- customers who normally pay by direct debit should cancel their direct debit with their bank if they are unable to pay
- more info <https://bit.ly/2wDgHf1>

Retail, Hospitality and Leisure Grant Fund (RHLG)

as at 27th March 2020

Eligibility

- all retail, hospitality and/or leisure sector businesses based in England (shops, restaurants, cafes, drinking establishments, cinemas and live music venues, assembly and leisure businesses, hotels, guest & boarding premises and self-catering accommodation)
- hereditaments which on the 11 March 2020 had a rateable value of less than £51,000 and would have been eligible for a discount under the business rates Expanded Retail Discount Scheme had that scheme been in force for that date are eligible for the grant

How to access

- Local Authorities are putting together the processes to administer the grant as quickly as possible
- regularly check your local authority website and newsletter sign ups for more information

Notes

- eligible recipients will receive one grant per hereditament (property)

Retail, Hospitality and Leisure Grant Fund (RHLG)

as at 27th March 2020

Scheme

The Local Authority will pay the grants directly to businesses.

Under the Retail, Hospitality and Leisure Grant (RHLG) businesses in England in receipt of the Expanded Retail Discount (which covers retail, hospitality and leisure) with a rateable value of less than £51,000 will be eligible for the following cash grants per property:

- eligible businesses in these sectors with a property that has a **rateable value of up to £15,000 will receive a grant of £10,000**, in line with the eligibility criteria
- eligible businesses in these sectors with a property that has a **rateable value of over £15,000 and less than £51,000 will receive a grant of £25,000**, in line with the eligibility criteria
- businesses with a **rateable value of £51,000 or over are not eligible for this scheme**
- businesses which are **not ratepayers in the business rates system are not included in this scheme**
- hereditaments which on the 11 March 2020 had a rateable value of less than £51,000 and would have been eligible for a discount under the business rates Expanded Retail Discount Scheme had that scheme been in force for that date **are** eligible for the grant
- eligible recipients will receive one grant per hereditament

Retail, Hospitality and Leisure Grant Fund (RHLG)

as at 27th March 2020

Exclusions to RHLG

- hereditaments occupied for personal uses. Examples of where there may be personal use include private stables and loose boxes, beach huts and moorings
- car parks and parking spaces
- businesses which as of the 11 March were in liquidation or were dissolved will not be eligible
- hereditaments with a rateable value of over £51,000

Who will receive this funding?

- the person who according to the billing authority's records was the ratepayer in respect of the hereditament on the 11 March 2020
- where the Local Authority have reason to believe that the information that we hold about the ratepayer on the 11 March 2020 is inaccurate they may withhold or recover the grant and take reasonable steps to identify the correct ratepayer

Managing fraud, rate listing changes , rate listing change exemptions

The Government will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back. Any changes to the rating list (rateable value or to the hereditament) after the 11 March 2020 including changes which have been backdated to this date should be ignored for the purposes of eligibility. The Local Authority are not required to adjust, pay or recover grants where the rating list is subsequently amended retrospectively to the 11 March 2020.

Small Business Grant Fund (SBGF)

as at 27th March 2020

Eligibility

All businesses in England in receipt of Small Business Rates Relief (SBRR) and Rural Rates Relief (RRR) in the business rates system will be eligible for a payment of £10,000 in line with the below eligibility criteria

- hereditaments included in this scheme are those which on the **11 March 2020** were eligible for relief under the business rate Small Business Rate Relief Scheme (including those with a Rateable Value between £12,000 and £15,000 which receive tapered relief)
- hereditaments which on 11 March 2020 were eligible for relief under the rural rate relief scheme are also eligible
- hereditaments that were **not** eligible for percentage SBRR relief (including those eligible for the Small Business Rate Multiplier) **are excluded**

How to access

- Local Authorities are putting together the processes to administer the grant as quickly as possible
- check your Local Authority website and newsletter sign ups for more information

Notes

- eligible recipients will receive one grant per hereditament
- grants will be paid directly to the business

Small Business Grant Fund (SBGF)

as at 27th March 2020

Exclusions to Small Business Grant Fund

- hereditaments occupied for personal uses. Examples of where there may be personal use include private stables and loose boxes, beach huts and moorings
- car parks and parking spaces
- businesses which as of the 11 March were in liquidation or were dissolved will not be eligible

Who will receive this funding?

- the person who according to the billing authority's records was the ratepayer in respect of the hereditament on the 11 March 2020
- where the Local Authority have reason to believe that the information that we hold about the ratepayer on the 11 March 2020 is inaccurate we may withhold or recover the grant and take reasonable steps to identify the correct ratepayer

Managing fraud, rate listing changes , rate listing change exemptions

The Government will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back

Any changes to the rating list (rateable value or to the hereditament) after the 11 March 2020 including changes which have been backdated to this date should be ignored for the purposes of eligibility.

The Local Authority are not required to adjust, pay or recover grants where the rating list is subsequently amended retrospectively to the 11 March 2020.

Support for businesses who are paying sick pay to employees

as at 27th March 2020

Eligibility

Open to all UK based small or medium-sized businesses with fewer than 250 employees as of 28 February 2020

How to access

- a rebate scheme is being developed now
- further details will be provided in due course once the legislation has passed

Notes

- legislation is coming soon to allow small-and medium-sized businesses and employers to reclaim Statutory Sick Pay (SSP) paid for sickness absence due to COVID-19
- the refund will cover up to 2 weeks' SSP per eligible employee who has been off work because of COVID-19
- employers will be able to reclaim expenditure for any employee who has claimed SSP (according to the new eligibility criteria) as a result of COVID-19
- employers should maintain records of staff absences and payments of SSP, but employees will **not need** to provide a GP fit note. If evidence is required by an employer, those with symptoms of coronavirus can get an isolation note from NHS 111 online and those who live with someone that has symptoms can get a note from the NHS website eligible period for the scheme will commence the day after the regulations on the extension of SSP to those staying at home comes into force
- the government will work with employers over the coming months to set up the repayment mechanism for employers as soon as possible

Other advice & resources

Coronavirus (COVID-19): what you need to do

Advice for everyone to save lives and protect our NHS - **stay at home**

Only go outside for food, health reasons or work (but only if you cannot work from home)

Stay 2 metres (6ft) away from other people

Wash your hands as soon as you get home

You can spread the virus even if you don't have symptoms.

<https://www.gov.uk/coronavirus>

Coronavirus (COVID-19) guidance for employees, employers and businesses

Information on healthcare advice for employers and support for businesses

<https://www.gov.uk/government/news/coronavirus-covid-19-guidance-for-employees-employers-and-businesses>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Other advice & resources

COVID-19: Guidance for businesses intending to provide home delivery meals

<https://www.mendip.gov.uk/article/8776/COVID-19-Guidance-for-businesses-intending-to-provide-home-delivery-meals>

Mendip District Council Business Rates page

<https://www.mendip.gov.uk/article/7358/Business-Rates-General-Information>

Mendip District Council business newsletter sign up

<https://www.mendip.gov.uk/businessnewsandevents>

Guidance for employers and businesses on coronavirus (COVID-19)

Information on business support

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses>

FSB Coronavirus (COVID-19): Advice and guidance for small businesses and the self-employed

<https://www.fsb.org.uk/campaign/covid19.html>

Somerset Chamber of Commerce COVID-19 business support

<https://www.somerset-chamber.co.uk/business-support/covid-19/>

Glossary

The coronavirus is impacting every part of our lives including our vocabulary. The Government uses plain English at all times to make legislation and information easy to digest. But sometimes there isn't a quicker, simpler way to explain a lot of new words that we are now regularly discussing. Here's an explanation of some of the words that may seem unfamiliar

Furlough

In the current situation a 'furloughed' employee is someone that a business has designated as an employee who normally has work, but is not able to work right now due to the coronavirus. The government will pay up to 80% of a 'furloughed' employees salary (up to a limit) until the crisis is over. The purpose of this is to give job security to those who have a job, but are currently not working and ensure that they still have an income, while their places of work may be temporarily closed.

Hereditaments

Any item of property, either a corporeal hereditament (land or a building) or an incorporeal hereditament (such as a rent), that can be inherited. Generally used to refer to places paying business rates and most frequently at present referring to your business premises. Similar to premises, but can refer to land, buildings, structures and so on.

Schemes

Scheme	For Employers	Requires premises	Sector specific	Self employed
Self-employment Income Support Scheme	Y			Y
Coronavirus Job Retention Scheme	Y			Y
Coronavirus Business Interruption Loan Scheme (CBILS)	Y			Y
COVID-19 Corporate Financing Facility	Y			Y
Deferred VAT payments	Y			Y
Deferred Income Tax payments				Y
Small Business Grant Fund (SBGF)	Y	Y		Y
Retail, Hospitality and Leisure Grant Fund (RHLG)	Y	Y	Y	Y
Business rates holiday for retail, hospitality and leisure businesses	Y	Y	Y	Y
Support for businesses who are paying sick pay to employees	Y			Y
Support for businesses paying tax: Time to Pay service	Y			Y
Support for nursery businesses that pay business rates	Y	Y	Y	Y
Protection from eviction for commercial tenants	Y	Y		Y