



How to claim for redundancy and monies owed

You can claim money (e.g. redundancy pay, wages you're owed, holiday pay) if you've lost your job because your employer has been made insolvent.

This form explains what information you will need to complete your claim online.

What you need to complete a claim

- ☐ The date of your redundancy
- ☐ The date of your last working day
- ☐ Your bank account details (so you can be paid)
- ☐ Your email address
- ☐ The case reference number starting CN (contact your Insolvency Practitioner if you don't have one)
- ☐ Your National Insurance number

You may find it helpful to fill in the details below so that you have them to hand when you complete your claim.

About your employment

Start date

Gross rate of
pay

Breaks in employment

The dates of any break in employment (including strikes or working abroad), not sickness or maternity

Dates	Number of days

Details of holiday allowance

Start date of your holiday year

How many days holiday, **including bank holidays**, were you entitled to this year

Amount of holiday carried over from last year

Amount of holiday you've taken so far this year,
including bank holidays

Dates of any holidays you haven't been paid for Number of days

Details of wages, bonus, overtime or commission you haven't been paid

Dates you haven't been paid for Number of days Gross amount owed £

Other useful information

The following items (if you have them) may help you in completing your claim:

- ☐ Contract of employment
- ☐ Recent payslips
- ☐ Timesheets

Help using the service

You can complete your claim online: www.gov.uk/claim-redundancy

If you need any help you can contact The Insolvency Service by:

- Email: redundancypaymentsonline@insolvency.gov.uk
- Telephone: 0330 331 0020

Details of how The Insolvency Service treats your personal information can be found at <http://www.gov.uk/insolvency-service/personal-information-charter>.