

You may be eligible to receive the £10,500.00 Employment Allowance; please read the following information and let us know.

What is the Employment Allowance?

From 6 April 2014 in an effort to support small businesses the government introduced the Employment Allowance, this would allow them to claim an allowance to be offset against their Class 1 Employer National Insurance costs.

Who can claim?

From 6 April 2025 Business, charities and CASCs can avail themselves of the Employment Allowance up to the amount of £10,500. However, there are some conditions that may limit the claiming process:

- The Employment Allowance can only be claimed against one PAYE scheme, even if the business has more than one scheme.
- If a company belongs to a group of companies or a charity that is part of a charities structure only one company or charity can claim the allowance, however the £100K top threshold on secondary Class 1 NI liability will be removed from April 2025
- Employment Allowance will be classed as 'state aid', therefore restrictions will be operated as a De Minimis State Aid.

- De minimis State aid rules apply if businesses engage in economic activity, this means providing goods or services to the market, this will apply to most businesses. Extra checks will be required, if you have received de minimis state aid from other sources. Employers must ensure that the relevant thresholds for the business sector is not exceeded by receiving the Employment Allowance.
- **Employment Allowance must be claimed at the start of processing a new PAYE scheme and at the beginning of every Tax Year thereafter, it will not automatically be transferred to the new tax year.**

Excluded employers

Not all businesses can claim the Employment Allowance. Single Director Companies with no other employees are not eligible.

For further guidance you can visit the .GOV website containing guidance sheets:

<https://www.gov.uk/claim-employment-allowance>

Alternatively, you can contact the Payroll Team by phone 020 3137 4408 or email hello@quartzpayroll.co.uk

How to claim

Please complete and sign the below declaration and return to us by email, we will then claim the Employment Allowance on your behalf and offset this against the Employers Class 1 National Insurance. **By signing the declaration, you are confirming that you understand the criteria and are eligible to claim Employment Allowance.**

IF WE DO NOT RECEIVE THIS SIGNED FORM BACK WE WILL NOT APPLY FOR THE CLAIM

1. Payroll Number/Company name	Date
2. Claim Employment Allowance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Print Name: _____	Signature: _____