To: **CPA Clients**

**Employment Allowance**

With effect from 6th April 2020 the Government amended guidelines for the Employment Allowance. This is a reduction in the Employer’s National Insurance Contributions of up to £4.000 per year. This has been implemented to benefit Small Businesses, Charities, Voluntary Organisations, Sports Clubs etc. who employ staff. If you have more than one PAYE scheme or have connected companies, only one claim can be made.

Please confirm that you would like us to claim this allowance on your behalf by completing and returning this form and we will take care of the process.

BCPA would like you to check your eligibility by looking at the guidance in the link below:

<https://www.gov.uk/guidance/changes-to-employment-allowance>

Maya Lad

Payroll Manager

**Please claim the Employment Allowance of up to £4,000 on our behalf:**

**Name…………………………………………………………Title …………………………………………..**

**Signature ………………………………………………………………………………………………………**

**Organisation/Company…………………………………………………………………………………**

Please return to Bradford CPA

Bradford Community Payroll & Accounts

1st Floor

Landmark House

11 Broadway

Bradford

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