Claiming redundancy and insolvency payments

We provide help to former employees of insolvent companies who are owed wages and other money. Former employees may also claim a redundancy payment if the employer is solvent but can’t or won’t pay.

How to claim

Please read the following notes and fill in the attached form if you are claiming any of the following:

• Redundancy payment.
• Compensation payment if your employer has not given you the correct notice of dismissal. This is often called “notice pay”.
• Unpaid wages.
• Holiday pay.

You should fill in the form clearly in black ink. We will use the information you give to assess your claim. If you don’t give information, it may affect the amount of your payments and the time it takes you to get them.

Calculation

Your payment may be affected by legal limits that vary with the type of payment, as follows:

• Redundancy pay - this is based on age, number of complete years of service and weekly pay. There is a limit of 20 years’ service and 30 weeks’ payment.
• Notice pay - this is based on length of service and rate of pay. There is a limit of 12 weeks’ payment.
• Wages owed - this is based on amounts owed for each week. There is a limit of 8 weeks’ payment.
• Holiday pay - this is based on holiday pay owed for the 12 months before the company became insolvent. There is a limit of 6 weeks’ payment.
• National Minimum Wage Regulations 1998, Working Time Regulations 1998. The receiver or liquidator gives us information from your employer’s wage records. If you were paid below the legal limit by your former employer, the receiver or liquidator will increase your wage and holiday entitlements to the amounts required by these regulations.

All payments have a legal limit on a week’s pay, from February 2003 this is £260. This limit is reviewed every year.
1. National insurance number
   We cannot pay you without this. It will be on your P60 or P45.
   If you do not have one, you should contact your local
   Contributions Agency.

2. Mr □ Mrs □ Miss □ Ms □ Other □

3. First names

4. Surname

5. Full address

6. Postcode must be filled in

7. Phone number and dialling code

8. Date of birth / / 

Details of the employer who made you redundant

9. Name of employer company, business or owner

10. Employer’s phone number and dialling code

11. Employer’s full address

   Postcode

12. Address where you worked if different from above

13. Was your employer a limited company?
   Yes □ No □ If No, go to question 14.
   Were you a director of the company?
   Yes □ No □
   If Yes, also fill in form RP3. We will send one to you
   automatically on receiving this form.

14. Were you a sub-contractor?
   Yes □ No □
   If Yes, also fill in form RP4. We will send one to you
   automatically on receiving this form.

15. Why didn’t your employer make the redundancy
   payments?
   Became insolvent □
   Could not afford to pay □
   Died □
   Some other reason. Please give reason below.

If you are claiming as a result of an
   Employment Tribunal decision, enclose a copy of the decision
   with your claim. If you are claiming
   as a result of a conciliated
   agreement, enclose a copy of the
   agreement with your claim.

Data Protection Act 1998: We will put the information you give us onto a computer. It will help us to deal with your
   claim. We may also give this information to your last employer, their representative and any relevant government
   departments or agencies.

www.insolvency.gov.uk

Redundancy Payments - Claim for payments from the
   National Insurance Fund - Form RP1
   Employment Rights Act 1996
Details of your employment

16. When did you start working for this employer? 

/ / 

17. What was the last day that you worked? 

/ / 

18. Did your employer give you notice? 

Yes [ ] No [ ] 

If Yes, what date were you given notice? 

/ / 

19. What was your basic pay? before taking off tax and national insurance and without overtime 

£ __________ every __________ hour/week/month/year 

Give details below of any bonus or commission earned. 

20. How many days and hours did you normally work a week, not including overtime? 

If you had a written contract, this would show your basic working week without overtime. 

__________ hours __________ days 

21. As part of your contract, did you have to work overtime? 

Yes [ ] No [ ] 

Did your contract say that your employer had to provide regular overtime? 

Yes [ ] No [ ] 

If Yes, please give number of hours every __________ week/month/year 

22. What was your job title? 

Other employment details

23. Have there been any breaks in your employment with this employer? 

Yes [ ] No [ ] If No, go to question 24. 

Please give the dates and reasons for any breaks 

From To Reason 

24. Have you ever been on strike during your employment with this employer? 

Yes [ ] No [ ] If No, go to question 25. 

Please give the date and reasons for the strikes 

From To Reason 

25. Have you ever worked abroad for this employer? we only need to know about periods of a month or more 

Yes [ ] No [ ] If No, go to question 26. 

Did you pay Class 1 national insurance for the whole time you were abroad? 

Yes [ ] No [ ] Don't know [ ]
To qualify for redundancy you must:
- have been made redundant; and
- have worked for the employer continuously for 2 years or more after becoming 18; and
- be under 65 at the time of redundancy; and
- have made this claim or a claim in writing to your employer within 6 months of being made redundant. If you made a claim to your employer, please give us the date.

Name of the receiver’s or liquidator’s firm

Receiver’s or liquidator’s address

This means that a liquidator, receiver, administrator, trustee or Official Receiver has been appointed to deal with the employer’s affairs. Just because an employer has stopped trading does not automatically mean that it is formally insolvent.

Yes ☐ No ☐ If No, then we can only consider redundancy payments. Go to question 33 now.

Do you want to claim compensation for loss of notice?

You are entitled to one week’s notice after you have completed one month’s employment. For each year after the first year of service you are entitled to another week up to a maximum of 12 weeks. Tick Yes if you were not given the notice you were legally entitled to. If you are unemployed, you should claim any benefits or allowances you may be entitled to.

Yes ☐ No ☐

Are you owed holiday pay? Yes ☐ No ☐

Tick Yes if you think your employer owes you holiday pay and provide details in the spaces below.

How many days’ holiday were you entitled to each year?

When did your holiday year start? / /
The information I have given on this form is correct as far as I know. You may check this information with my old employer, their representatives, government departments and agencies.

This is my only application for payment for this employment.

I understand that you may take legal action against me if I have made a false statement on this form.

Now send your form to the Redundancy Payments Office which is dealing with your claim. You can find the address of the correct office on the next page. If you are claiming notice payment, you should do everything you can to reduce any loss you may suffer. If you do not immediately find a new job, you should register as unemployed and claim any benefits you are entitled to.
What to do with the form

Once you have filled in the form, send it to the appropriate Redundancy Payments Office or to the liquidator or receiver.

WHERE YOU WORKED | WHERE TO SEND YOUR FORM
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Birmingham | Lincolnshire | Redundancy Payments Office 7th Floor, Hagley House 83-85 Hagley Road Birmingham B16 8QG Telephone 0121 456 4411
Bedfordshire | Manchester |  
Berkshire | Norfolk |  
Cambridgeshire | Northamptonshire |  
Cheshire | Nottinghamshire |  
Cornwall | Oxfordshire |  
Derbyshire | Rutland |  
Devon | Shropshire |  
Dorset | Somerset (including Bristol) |  
Gloucestershire | Staffordshire |  
Hampshire | Wales |  
Herefordshire | Warwickshire |  
Isle of Wight | West Midlands |  
Leicestershire | Wiltshire |  
Lancashire | Worcestershire |  
Cleveland | Teesside | Redundancy Payments Office Ladywell House Edinburgh EH12 7UR Telephone: 0131 316 5600
Cumbria | Tyne & Wear |  
Durham | Scotland |  
Merseyside | Yorkshire |  
Northumberland |  |
Buckinghamshire | London | Redundancy Payments Office PO Box 15 Exchange House 60 Exchange Road Watford WD1 7SP Telephone: 01923 210700
Essex | Suffolk |  
Hertfordshire | Surrey |  
Kent | Sussex |  

What happens next?

We will acknowledge your form.

If you are claiming a notice payment, you will have to fill in another form at the end of your notice period. We may also ask you for more information. You should do everything you can to reduce any loss you may suffer. If you do not immediately find a new job, you should register as unemployed and claim any benefits you are entitled to.

If you need any more information about filling in this form or general advice on redundancy, phone the helpline on 0845 145 0004. If you have any questions about your claim after you have sent in your form, phone the appropriate office and quote the name of your former employer.