



An Roinn Coimirce Sóisialaí
Department of Social Protection

Insolvency Payments Scheme on Welfare Partners

Employer Representative Guide

12.10.2023

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Section 01

Insolvency Payments Scheme overview



1. Insolvency Payments Scheme overview

Insolvency Payments Scheme

The purpose of the **Insolvency Payments Scheme** is to protect pay-related entitlements owed to employees who lose their employment because of the insolvency of an employer. These entitlements include:

- Arrears of wages
- Holiday pay
- Payment due in lieu of minimum notice
- Other deductions from pay
- Certain contributions to occupational pension schemes or PRSAs (if you wish to submit claims in relation to the Pension Insolvency Scheme, please contact the section directly)

All payments made to employees through the Insolvency Payment Scheme become a debt against the employer, which the Department will seek to recover at a later stage.

Further details can be found on gov.ie at [Insolvency Payments Scheme](#).

Contact information

If you encounter an unexpected error message at any stage, contact the section directly:

- Email: insolvenypayments@welfare.ie
- Telephone: **0818 111 112**
(option 4)



Section 02

Application process overview



2. Application process overview

To submit an application for the Insolvency Payments Scheme the main steps are:

Employer information

- Log in to Welfare Partners using a valid sub cert, which is generated on ROS.ie.
- Enter employer information and register an 'Employer Profile' for a company you've been appointed to represent.
- A notification will issue when this information has been registered
- Upload and submit employer documents on the 'Employer Documents' dashboard. A **statement of affairs** will always be a required document.
- Upload and submit documentation in relation to the company's liquidation and your appointment, such as forms E2, E8, G2 or a High Court Order.

Employee information

- Add a 'New application' on the 'Employee Applications' dashboard to create an application for an employee.
- Download a summary of the application and send it to the employee.
- Once the employee has confirmed details of the claim, upload the confirmation.
- Review the application.
- Press 'Submit', and the application will be sent to the DSP.



Section 03

Accessing Welfare Partners



3. Accessing Welfare Partners

3.1 Log In to Welfare Partners

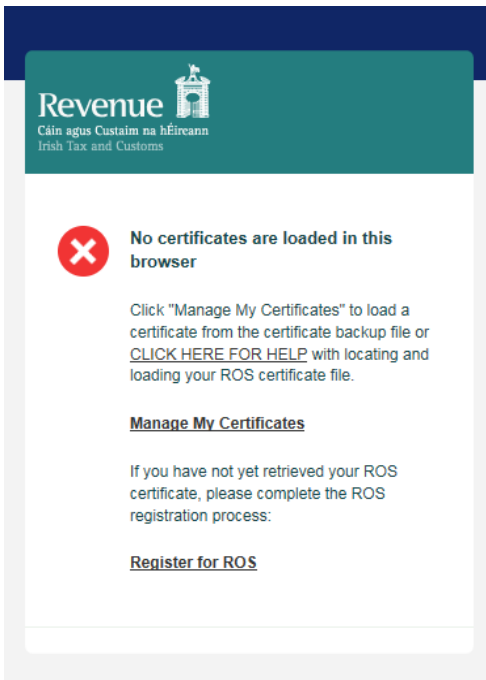
1. To access Welfare Partners, you must have a valid ROS DSP sub-cert. A guide on how to obtain a ROS DSP sub-cert is available on GOV.ie at [DSP Sub-Cert](#).
2. Go to www.welfarepartners.ie
3. Click 'LOGIN NOW'



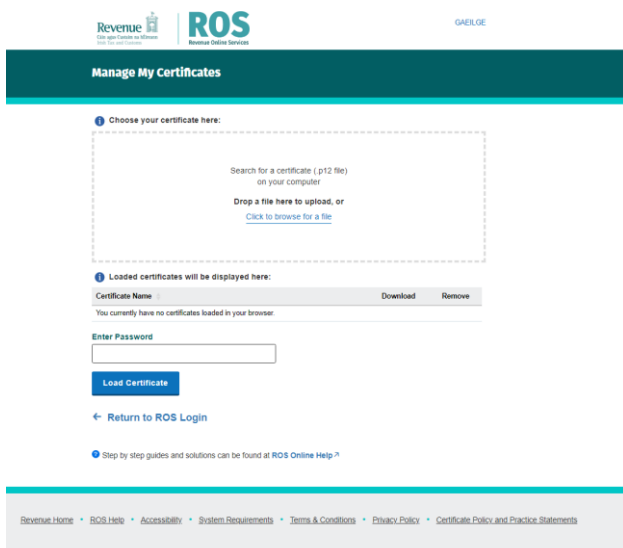
3.2 Installing a ROS DSP sub-certificate

1. If this is the first time you are attempting to log on to Welfare Partners, you may be presented with the following screen and error message.

(If you do have a certificate loaded into your browser, **proceed to step 3.3**)



2. If this happens, click on 'Manage My Certificates' and the following screen will open:



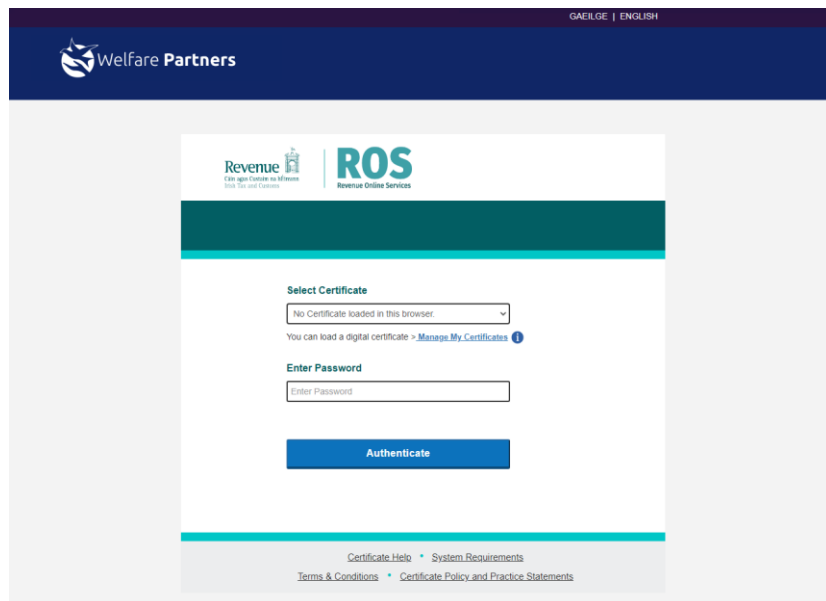
3. Find and select the ROS DSP sub-cert that you have saved to your PC by first clicking on the 'Browse' button in the 'Choose

Certificate' field.

4. When you have selected the ROS DSP sub-cert, you must enter the password for that cert.
5. When you have selected the correct cert and entered the password, click on '**Load Certificate**'. This loads the certificate to your browser for future use.
6. Select 'Return to Login', and you'll be brought to the next step.

3.3 Log In with a ROS DSP sub-certificate

1. You'll be presented with the following screen:



2. Ensure the correct certificate is selected in the 'Select Certificate' dropdown.
3. Enter the certificate password and click 'Authenticate'.
4. If this is the first time you are logging on to Welfare Partners with this ROS DSP Sub-cert, you will be presented with the following screen:

Approval Required for *Dept. of Social Protection*

DSP
 You will be redirected to the following page if you click Approve:
<https://fv3.welfarepartners-nonprod.ie/>

Access to:

- dsp
- email
- openid
- profile


Remember this decision:

- remember this decision until I revoke it
- remember this decision for one hour
- prompt me again next time

Do you authorise " Dept. of Social Protection "?

5. You should click on 'Authorise' without changing any options.
6. You should now have access to the Welfare Partners site, and be presented with the following screen:

Hello Jane

COMMUNITY EMPLOYMENT 	WAGE SUBSIDY 	TREATMENT BENEFIT 	JOB INITIATIVE 	REDUNDANCY & INSOLVENCY 
Programme Details	Wage Subsidy Details	Dental, Optical and Medical Appliance - Treatment Scheme	Programme Details	Redundancy and Insolvency Payment Schemes



Section 04

**Accessing the Insolvency
Payment Scheme Service**



4. Accessing the Insolvency Payment Scheme service

1. Once you have logged on to Welfare Partners successfully, select Redundancy and Insolvency Payment Schemes tile.
2. Select who you are applying as.



The screenshot shows a web form titled "Redundancy, Insolvency and Covid-19 Related Lay-Off Payment Schemes". The form contains the following text:

This service is for Employers and Employer representatives who wish to make an application under the Redundancy, Insolvency or Covid-19 related lay-off payment schemes administered by the Department.

For more information on these schemes, please visit Redundancy Payments Scheme, Insolvency Payments Scheme or Covid-19 related lay-off payment Schemes on the Department of Social Protection page of gov.ie

Please select who you are applying as

I am an Employer
Includes employers or their staff members, payroll company, accountant, or solicitor acting on direct instruction from an employer

I am an Employer Representative
Official appointees only: Liquidator, Receiver, Examiner, Debtor or Official Assignee

At the bottom of the form is a yellow "Next" button.

‘As an Employer Representative’

Select ' I am an Employer Representative' option if you are an official appointee who has been appointed to manage the affairs of the employer.

An Employer Representative must have been appointed by the court or another official entity to fulfil one of the following roles:

- Liquidator
- Receiver
- Examiner

- Foreign Liquidator/Insolvency practitioner (EU or UK)
 - Official Assignee (Bankruptcy)
 - Executor of Estate
 - Appointment by Minister
3. As an Employer Representative, you will select '**I am an Employer Representative**', followed by '**Continue**'.
 4. You will be presented with an overview of the Redundancy, Insolvency and Covid-19 related lay-off Payment Schemes and a selection of the information that you will need to provide as part of your application(s).
 5. Read the overview carefully. You can also see a list of all the information that will be required in [Appendix A](#).
 6. Once you have read and understood what will be required, select '**Ready to start**'.



Section 05

Creating an Employer Profile



5. Creating an Employer Profile

The Employer Profile holds employer information.

Create an Employer Profile by:

- Selecting 'Ready to start' on the overview screen, if no Employer Profile has been created previously by your organisation.
- Selecting the 'New profile' button on the ['Employer list'](#) dashboard. (You can't create more than one Employer Profile for the same profile.)

Information for the Employer Profile is entered across three pages:

1. Employer Representative role and employer's PAYE number
2. Employer details
3. Employer Representative details

Step 1 of 3 - Employer Representative role and employer's PAYE number

Employer Representative role

Employer representative role

Your role

Specify the capacity in which you were appointed to represent the company.

Liquidator

Receiver

Examiner

Foreign Liquidator/Insolvency Practitioner (EU Or UK)

Official Assignee (Bankruptcy)

Executor Of Estate

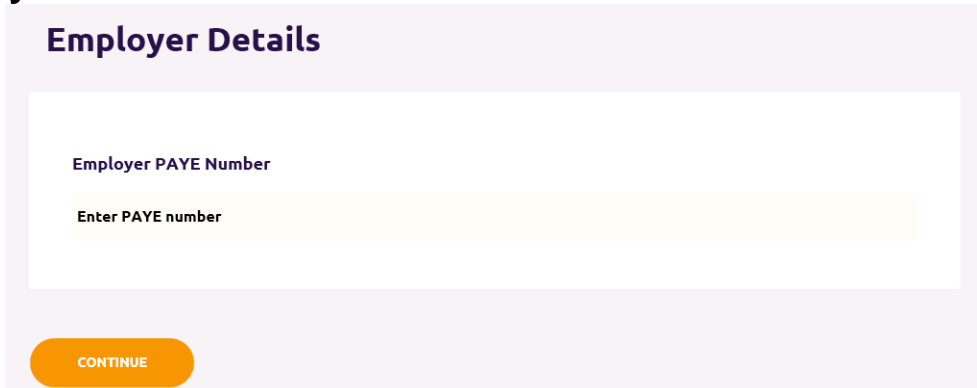
Appointment By Minister

1. Firstly, select the **Employer Representative role** you have been appointed to fulfil on behalf of the employer.
2. If you select '**Executor of Estate**', a question will appear asking

you if you're applying using the sub-cert of the employer you've been appointed on behalf of.

- **Company:** If your organisation has been appointed as the executor on behalf of an employer, you must login using the sub cert associated with your organisation.
- **Individual:** As an executor, you log in using the employer's sub cert if you've been appointed as an individual.

Employer details



Employer Details

Employer PAYE Number

Enter PAYE number

CONTINUE

3. In the 'Employer details' section, the PAYE number for the employer you are representing must be filled in.

The PAYE number is pre-populated if you are an:

- **Executor of Estate** who selected 'Yes' to applying with the employer's sub cert
 - **Foreign Liquidator/Insolvency practitioner (EU or UK)**
4. Once the mandatory fields are all populated, press 'Continue'.
 5. **PAYE number validation:** An error will display if:
 - The PAYE number entered does not match any employers in Revenue's records.
 - The PAYE number is the same as that on the sub cert that was used to log in. (This error will not appear if the role selected was 'Foreign Liquidator/Insolvency practitioner (EU or UK)' or 'Executor of Estate' and 'Yes' was selected to applying with the employer's sub cert.) This error will appear for one of two reasons:
 - You've entered your organisation's PAYE number instead of the employer's PAYE number.

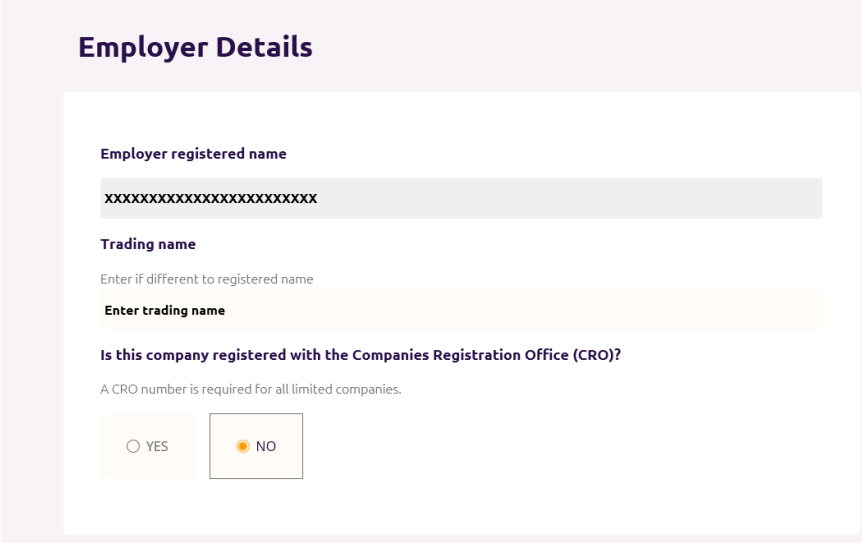
- You've logged in using the employer's sub cert, when, based on the role you selected, your organisation should be able to generate a DSP sub cert associated with its own PAYE number. You should start the application process again after logging in with a sub cert associated with your organisation.
- The same PAYE number has been used by your organisation before to create an Employer Profile. Instead of creating a new Employer Profile, you should update the existing Employer Profile.

Step 2 of 3 - Employer details

Employer details

Employer Profile, Step 2 of 3

XXXXXXXXXXXXXXXXXXXXXXXXXXXX



Employer Details

Employer registered name
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Trading name
Enter if different to registered name
Enter trading name

Is this company registered with the Companies Registration Office (CRO)?
A CRO number is required for all limited companies.

YES NO

6. **Employer registered name:** The registered name associated with the employer's PAYE number in the Department's records will be pre-populated.
7. **Trading name:** If there is a Trading Name on record it will appear here. If there isn't, you can enter a value for the Trading Name.
8. **CRO number.** You be asked to answer 'Yes' or 'No' to a question asking if the employer is registered with the Company Registration Office (CRO).

If the employer is a **limited company**, they will have been

registered with the CRO, and you are required to answer 'Yes' to this question.

9. Enter the CRO number in the field, and press 'Search'.
10. If the CRO number entered exists in the CRO's records, you will be presented with the name(s) on record for that number. Select the one that applies to this employer before proceeding to the next section.

Employer contact address



Employer contact address

Please enter an address where all future correspondence related to this employer will be directed.

Eircode

Enter your eircode

I don't have an Eircode

11. This is the address where any future correspondence in relation to this employer from the DSP will be sent.
12. If there is a correspondence address on record with the Department, you can either retain the existing address for correspondence and proceed to the next section or opt to '**Change this address**'.
13. If there is no correspondence address on record with the DSP, or you've opted to 'Change this address', you'll be presented with a field where you can enter an Eircode and an option to select 'I don't have an Eircode'.
 - If you have an **Eircode**, enter it in the field and select 'Search'. You will be presented with the address on record for that Eircode and you can proceed to the next section.
 - If you select '**I don't have an Eircode**', you'll be presented with fields where you can enter the contact address manually. Once you've entered the new contact address, you can proceed to the next section.

Scheme details

Which scheme are you applying for?

Redundancy And Insolvency

Redundancy Only

Insolvency Only

Date of insolvency



Type of insolvency

Please select one of the following options

Bankruptcy

Death Of Employer

Liquidation

Receivership

14. You'll be required to select what schemes you'll be applying for on behalf of this employer.

- **'Redundancy and Insolvency'**: Select this if applications will be submitted under any of the three schemes, even if they will be submitted weeks apart. (Redundancy, Insolvency and Covid-19 related lay-off Payments Schemes)
- **Insolvency only.** Select this if no Redundancy or Covid-19 related lay-off payment applications will be submitted for any employees.
- **Redundancy only:** Select this if only Redundancy or Covid-19 related lay-off payment applications will be submitted for any employees

15. If you select 'Redundancy and Insolvency' or 'Insolvency only', you'll be asked to enter the **'Date of insolvency'** and select the correct **'Insolvency type'**.

16. If you select 'Redundancy only, you'll be asked to select a reason from the **'Redundancy reason'** dropdown field.

Transfer of undertaking

Transfer of undertakings

Did any employees being made redundant have their employment transferred under a Transfer of Undertakings (TUPE)?

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

YES NO

Enter the employer name which applied before the transfer of undertakings.

Do you know the PAYE number which applied before the transfer of undertakings?

YES NO

Date of transfer of employment

[Remove TUPE](#)

[ADD ANOTHER TUPE](#)

17. You'll be asked if **any transfer of undertakings apply to the employment of any of the employees.**

A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.

This information is requested as when a transfer of undertakings occurs, the employees' records are stored under a different PAYE number, Revenue creates a new employment in their records for each employee that is impacted. The start date for this new employment will be the date of the transfer of undertaking. The Department needs to know if a TUPE impacted an employee's employment, so they know why the employment start date on the employee's application is earlier than the date on record.

Ensure that you enter all relevant TUPEs at this point. On the application, you will only be able to select TUPEs previously entered on the Employer Profile. If you need to add more TUPEs later, you should edit your Employer Profile.

18. Once the mandatory fields are all populated, press 'Continue'.

Step 3 of 3 - Employer Representative details

Employer Representative details

Employer representative details

Employer Representative PAYE Number

95157930

Employer Representative Name

Name of appointed relevant officer, e.g. administrator, liquidator, receiver, examiner, relevant officer, executor.

First name	Last name
First name	Last name

19. The **Employer Representative PAYE** will be pre-populated from the PAYE number on your sub cert (provided you're using your organisation's sub cert and not the employer's sub cert).
20. If the role you selected was 'Foreign Liquidator/Insolvency practitioner (EU or UK)' or 'Executor of Estate' and 'Yes' was selected to applying with the employer's sub cert, you'll be asked to confirm that you don't have a PAYE number before you're allowed to proceed.
21. If your role is 'Foreign Liquidator/Insolvency practitioner (EU or UK)', you will be asked to enter your organisation's **company name**.
22. **Employer Representative name:** You should enter the name of the appointed relevant officer, e.g., administrator, liquidator, receiver, examiner, or executor.

Contact details

Contact details

Please provide a contact for this employer's applications. Phone numbers and email addresses entered will not be included on employee declarations.

First name	Last Name
<input type="text"/>	<input type="text"/>

Landline number

Mobile number

Email address

23. **Enter the name of the appointed relevant officer, e.g., administrator, liquidator, receiver, examiner, or executor, into the 'First name' and 'Last name' fields here again. Do not enter the name of the point of contact in this field.**
24. Enter the **'Email address'** of the point of contact for any applications.
25. Either a **'Landline number'** or **'Mobile number'** for the point of contact for any applications is required.
The **'First name'** and **'Last name'** will be shared with the employee on the Employee Declaration. The **email address** and **contact number** is not shared with the employee.
See the [Employee Declaration](#) section and a sample Employee Declaration in [Appendix B](#).

Insolvency payment details

Payment Details

Please enter employer representative payment details

IBAN (International Bank Account Information)

Enter IBAN

Account holder name

Enter name

26. If you selected that you're applying for 'Redundancy and Insolvency' or 'Insolvency only', payment details are required. Enter the IBAN and account holder name for the account where Insolvency Payments Scheme payments associated with this employer should be directed.

Declaration and 'Register'

27. Confirm that all the information that you've entered as part of the Employer Profile is accurate by checking the box.

I declare that all the information provided here is accurate

REGISTER

[← Back](#)

28. Once you're ready to register the Employer Profile, select 'Register'.
29. The Employer Profile information is then issued to the DSP to be registered on the DSP's system.
30. You will be brought to the 'Registering Employer Profile' screen. You cannot create employee applications or submit employer documents until registration is completed and notification issues.



Registering Employer Profile

You will receive a notification once your employer profile has been processed to inform you that you're able to proceed with uploading documents and creating employee applications. The notification may issue on the next working day if submitted after 8.30pm or at weekends.

31. Notification: You will receive a notification on Welfare Partners when your Employer Profile has been successfully registered. An email will be sent to inform you that you've received a notification on Welfare Partner.

Registering Employer Profile out of hours: If the Employer Profile is registered after 8:30pm or on a weekend, it may be the next working day before registration is completed.



Section 06

Submitting employer documents



6. Submitting employer documents

Once you've received a notification that your profile is registered, you'll be able to proceed to uploading employer documents and creating employee applications.

While you can create applications without submitting all required employer documents, the DSP will not be able to process applications until all required employer documents are received.

'Employer documents' dashboard

1. You can access the 'Employer documents' dashboard by:
 - Selecting the 'Upload Documents' button in the notification you received.
 - Selecting 'View' on the employer on your 'Employer list' dashboard if all required employer documents haven't been submitted.
 - Selecting the 'Employer documents' tab when on the 'Employer profile' or 'Employee applications' dashboards for the relevant employer.

Required documents

EMPLOYER PROFILE EMPLOYER DOCUMENTS EMPLOYEE APPLICATIONS

Document upload

Any required documents that relate to the employer can be uploaded here.

Employee applications can be submitted without uploading any employer documents. However, the Department will not be able to process the applications until the required documentation has been uploaded.

Required

Statement of Affairs

Statement of Affairs last submitted 16/06/2021

Financial documentation detailing assets and liabilities is required as proof of inability to make the redundancy payment.

Drag and drop file or

[CHOOSE FILE](#)

The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff

2. On the 'Employer documents' dashboard, you will be shown a list of 'Required' documents that you must submit to enable any employee applications to be successfully processed.

As part of this, you will be required to upload certain documents. The documents that are 'required' are dependent on the information entered as part of the Employer Profile. You can see a list of the document types and the circumstances under which they're required below.

Document Type	When required
Statement of Affairs	Always for Insolvency and Redundancy, not for CRLP
Notice/Court Order Appointing Employer Representative	Always
TUPE Documentation	If any TUPEs added
CRO E2	If 'Liquidator' or 'Foreign Liquidator/Insolvency practitioner (EU or UK)' role
CRO G1/G2	If 'Liquidator' or 'Foreign Liquidator/Insolvency practitioner (EU or UK)' role
CRO E8	If 'Receiver' role
CRO E24	If 'Examiner' role
Scheme of Arrangement	If 'Examiner' role
Statement from executor of estate (Inability to pay and accepting liability to SIF)	If 'Executor' role
Death Certificate	If 'Executor' role
Bankruptcy Documents	If 'Official Assignee (Bankruptcy)' role



Section 07

Creating an Insolvency Payments Scheme Application



7. Creating an Insolvency Payments Scheme application

Once you receive a notification that your profile is registered, you can proceed to uploading employer documents and creating Insolvency Payments Scheme applications.

See [Appendix A](#) for a list of all the information required for the application.

You can create and submit applications without uploading all required employer documents. However, the Department will not be able to process the applications until all required employer documents are received.

‘Employee applications’ dashboard

You can start creating Insolvency Payments Scheme applications from the ‘Employee applications’ dashboard. You can access this dashboard by either:

- Selecting the ‘Go to applications’ button in the notification you received when the Employer Profile was registered.
- Selecting the Redundancy and Insolvency Payments Schemes tile on the Welfare Partners homepage or header. If all required employer documents have been submitted, you are always brought to the ‘Employee applications’ dashboard first after selecting ‘Ready to start’ on the Redundancy, Insolvency and Covid-19 related lay-off Payment Schemes overview page.
- Selecting the ‘Employee applications’ tab when on the ‘Employer profile’ or ‘Employer documents’ dashboards.

On the dashboard, select ‘New application’ to create a new Insolvency Payments Scheme application.

Step 1: Employee PPS number

Employee PPS Number, Step 1 of 4

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Employee's PPS number

Employee's PPS number

Please enter a valid PPSN number

SAVE AND CONTINUE

1. Enter the **employee's PPS number** in the PPSN field.
2. Select 'Save and continue'.
3. You will receive an error if:
 - The PPSN does not exist
 - The PPSN does not refer to an employee associated with this employer in the Department's records.
 - An application for the Insolvency Payments Scheme has already been started for this employee and it is in progress.

Step 2: Employee details

Employee details

Employee Details

First name

Last name

Date of birth

Is the employee an EU, EEA, UK, or Swiss citizen?

If the employee is not a citizen of EU, EEA, UK or Switzerland, a copy of their employment permit will be required.

YES NO

4. If the employer has submitted an application before for this employee, the information on this screen will be pre-populated with the information that was entered previously.
5. The following is required:
 - a. **Employee's name**
 - b. **Employee's date of birth.**
 - c. Selecting if they're an **EU, EEA, UK, or Swiss citizen**. If it's stated that the employee is not an EU, EEA, UK, or Swiss citizen, an Irish residency permit or employment permit will be required on the ['Employee Documents'](#) page later in the application.

Employee address details



Employee address details

Please enter the correspondence address of the employee.

Eircode

Enter your eircode SEARCH

I don't have an Eircode

6. Any correspondence the Department issues for the employee will be sent to this address.

You'll be presented with a field where you can enter an Eircode and an option to select 'I don't have an Eircode'.

- If you have an **Eircode**, enter it in the field and select 'Search'

You will be presented with the address on record for that Eircode and you will be able to proceed to the next section. If the address on record is incorrect you can edit it.

- If you select 'I don't have an Eircode', you'll be presented with fields where you can enter the address. Once you've entered the address, you can proceed to the next section.

Employee contact details

Employee contact details

Landline number
Please enter landline number

Mobile number
Please enter mobile number

Email address
Please enter an email address

7. You're required to enter either a **mobile number** or **landline number** for the employee.
8. You also have the option to enter an **email address** for the employee.

Employment Details

Employment details


Did any of these transfers of undertakings (TUPE) apply to this employee's employment?


A Transfer of Undertakings (TUPE) occurs when a business, or part of a business, is taken over by another employer as a result of a merger, acquisition, or transfer of part or all of the business. Employees of a business being transferred retain their accrued years of service when they move to the new employer.


Test Company , 0
Date of transfer 01/01/2020

Sample Company , 0
Date of transfer 01/06/2020

None of these apply

Employment Start Date
Must be today or earlier
01/01/2010 

Employment End Date
Should include any notice period due.
01/05/2021 

Date of notice of termination
Must be on or after the employment start date.
01/01/2021 

9. The following information is required:

- a. **Transfer of Undertakings (TUPE):** A transfer of employment can occur where the ownership of a company was transferred but the employee continued in the same employment without any changes. In such cases, the service, terms, and conditions of employment transfer over to the new employer. These transfers are usually formal agreements, and the employee would receive a written notice of the transfer. If the employee was affected by TUPE, select **the transfer of undertakings (TUPEs) which apply to this employee's employment**. If none of the TUPEs apply to this employee, you'll be required to select 'None of these apply'.
- b. **Start date of employment** for this employee.
- c. **End date of employment** for this employee.
- d. **Date of notice of termination:** A warning will display if the date of notice of termination entered indicates that the employee wasn't given their statutory minimum notice entitlement.

Gross weekly wage

Gross weekly wage

Weekly hours
Average hours worked per week.

Enter weekly hours

Gross weekly wage
The wage entered should be based on the work pattern of the employee. See gov.uk for more information on how to calculate.

How was the gross weekly wage calculated?
Indicate which of the following methods were used to calculate the gross weekly wage.

Average of last 52 weeks worked
Used when employee did not have regular hours or wages.

Normal wage at end of employment

10. **Weekly hours:** Enter the number of hours normally worked per week.

11. **Gross weekly wage.** Enter the employee's gross weekly wage. The gross weekly wage will depend on the normal work pattern of the employee. For more information on the calculation of the gross weekly wage, go to the '[Redundancy Payments Scheme Gross Weekly Wage](#)' page on gov.ie
12. **Calculation used for gross weekly wage:** The calculation can vary depending on the type of employment as follows:
- **Average of last 52 weeks worked**
Used when employee did not have regular hours or wages. Hours and wages varied from week to week. Weeks where the employee did not work are not used to calculate the average.
 - **Normal wage at end of employment.**
Used when hours worked, or wages did not vary from week to week. May include average bonus or commission.
 - **Includes overtime averaged over the 26-week period which ended 13 weeks before date of termination.**
Where the employee worked overtime, the average overtime worked over a 26-week period is added to the basic weekly wage. The 26-week period excludes the last 13 weeks before the employment was terminated.
 - **Piece worker whose pay depends on the amount of work carried out.**
Calculation is based on the average wage for hours worked in the 26-week period which ended 13 weeks before date of termination.
13. **Gross weekly wage additional information:** Enter any additional information that will help to explain how the gross weekly wage was calculated. This section is optional, but very important where the wage entered varies; does not match the regular wage or where an absence has to be considered, such as a period on short-time, parental leave, or carer's leave. Go to the '[Redundancy Payments Scheme Gross Weekly Wage](#)' page on gov.ie for more information on the calculation.
14. Select 'Save and continue'.

Step 3: Insolvency details

Insolvency details

Insolvency details

Average number of days worked in a week

0

Select the insolvency entitlements you're applying for on behalf of this employee.

Arrears of Wages
Wages, Bonus, Commission, Or Overtime

Deductions from Pay
Assurance/Insurance Deduction, Health Insurance Payment Deduction, Union Dues Deduction, Or Other

Arrears of holiday pay
Annual Leave Entitlement Or Entitlement To 8% Of Hours Worked

Statutory Minimum Notice
Pay In Lieu Of The Employee's Statutory Notice Entitlement

Arrears Due under a Company Sick Pay Scheme
The Difference Between Normal Weekly Pay And Any Disability Or Injury Benefit Combined With Any Pay-Related Benefit Payable Under The Social Welfare Acts

Claims for Entitlements awarded under other Acts
Amount Which An Employer Is Required To Pay Under A Determination, Decision, Order, Award, Recommendation Or Mediated Settlement Under Legislation

2. The next step of the application, 'Insolvency details', opens.
3. Insert the average number of days the employee worked per week.
4. Select each of the entitlements that you are applying for on behalf of this employee.
 - [Arrears of wages](#)
Wages, Bonus, Commission, or Overtime
 - [Deductions from pay](#)
Assurance/Insurance Deduction, Health Insurance Payment Deduction, Union Dues Deduction, or Other

- [Arrears of holiday pay](#)
Annual leave entitlement or Entitlement to 8% of hours worked
- [Statutory minimum notice](#)
Pay in lieu of the employee's statutory notice entitlement
- [Arrears due under company sick pay scheme](#)
The difference between normal weekly pay and any disability or injury benefit combined with any pay-related benefit payable under the Social Welfare Acts
- [Claims for entitlements awarded under other acts](#)
Amount which an employer is required to pay under a determination, decision, order, award, recommendation, or mediated settlement under legislation

5. Select 'Save and continue'.

Step 4: Insolvency Entitlement details

The 'Entitlement details' page opens. There'll be a section on the screen for each of the entitlements you selected on the previous page.

Arrears of wages

1. If 'Arrears of Wages' was selected, this will be displayed.
2. Type of 'Arrears of Wages' must be selected from a list.
3. The 'Claimed from' and 'Claimed to' dates must be entered as well as the number of weeks being claimed

A maximum of eight weeks in total of arrears of wages and deductions from pay is used to calculate the amount due to the employee.

4. If the arrears of wages type you selected is **not** 'Wages', you'll be asked to enter the average weekly amount claimed.
5. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative.

The average amount claimed per week when the estimated amount due is calculated for arrears of wages **and** deductions from pay together cannot be greater than €600.

6. You will be asked if you wish to claim another period of 'Arrears of Wages'. If 'Yes', all the 'Arrears of Wages' fields will be displayed again, and you'll be required to enter all the details for the new period.

You can add a maximum of twelve 'Arrears of wages' periods.

Arrears of Wages

[Remove](#)

Type of arrears of wages

Select one of the following

Number of weeks claimed

Enter number of weeks

Claimed from **Claimed to**

Cannot be more than 18 months prior to the date of insolvency. Cannot be after the date of insolvency.

Average weekly amount claimed

€

Amount claimed by employee

€

Amount certified by employer representative

€

Are there any other arrears of wages entitlements you need to add?

YES NO

Deductions from pay

1. If 'Deductions from pay' was selected, this will be displayed.
2. Type of 'Deductions from pay' must be selected from a list.
3. The 'Claimed from' and 'Claimed to' dates must be entered as well as the number of weeks being claimed.

A maximum of eight weeks in total of arrears of wages and deductions from pay will be used to calculate the amount due to the employee.

4. Enter the average weekly amount of the deduction.
5. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative.

The average amount claimed per week when the estimated amount due is calculated for arrears of wages **and** deductions from pay together cannot be greater than €600.

7. You will be asked if you wish to claim another period of 'Deduction from pay'. If 'Yes', all the 'Deductions from pay' fields will be displayed again, and you'll be required to enter all the details for the new period.

You can add a maximum of twelve 'Deductions from pay' periods.

Arrears of holiday pay

Arrears of holiday pay

What is the claim based on?

Annual Leave Entitlement Entitlement to 8% of hours worked

Number of annual leave days employee is entitled to in a single year
Employee's statutory annual leave entitlement is 20 days.

Enter number of days

Claimed from **To Date**
Cannot be more than 18 months prior to the date of insolvency. Cannot be after the date of insolvency.

Annual leave days taken by the employee in the claim period entered above

Enter number of days

Public holidays days due to the employee in the claim period entered above

Enter number of days

Total amount of arrears of holiday pay claimed

€

Total amount of arrears of holiday pay certified

€

CALCULATE ESTIMATED AMOUNT DUE

Number of days claimed
Calculated based on information supplied

Estimated amount due to employee
Calculated based on information supplied

€

1. If 'Arrears of holiday pay' was selected, this will be displayed.
2. Select whether the claim is based on an **annual leave entitlement** or an **entitlement to 8% of hours worked**.

A different set of questions will be displayed depending on which option you select.

3. If you select '**Annual leave entitlement**':
 - a. Enter the number of annual leave days that the employee is entitled to in a single year (12-month period).

Days of leave carried into the leave period should not be included in this value.

- b. Enter the 'From' and 'To' date for the claim period in which the employee didn't receive their annual leave entitlement.
From date cannot be more than 18 months prior to the date of Liquidation.
- c. Enter the annual leave days **taken** by the employee in the claim period.
- d. Enter the public holidays **due** to the employee in the claim period.
- e. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative.
- f. Select '**Calculate estimated amount due**'.
- g. The estimated amount due field will populate and will display an estimate of the days of annual leave and total amount due to the employee, calculated based on the information that you've entered.

The DSP will pay the lowest of:

- Amount claimed
- Amount certified
- Estimated amount due

You cannot proceed to the next screen without selecting 'Calculate estimated amount due'. If you edit any information in the 'Arrears of holiday pay' section after selecting 'Calculate estimated amount due', you cannot proceed to the next screen without selecting 'Calculate estimated amount due' again.

4. If you select '**Entitlement to 8% of hours worked**':

- a. Enter the 'From' and 'To' date for the claim period in which the employee didn't receive their holiday entitlement.
From date cannot be more than 18 months prior to the date of Liquidation.
- b. Enter the hours of holidays **taken** by the employee in the claim period.
- c. Enter the hours of public holidays **due** to the employee in the claim period.
- d. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative.

- e. Select **'Calculate estimated amount due'**.
- f. The estimated amount due field will populate and will display an estimate of the days of annual leave and total amount due to the employee, calculated based on the information that you've entered.

The DSP will pay the lowest of:

- Amount claimed
- Amount certified
- Estimated amount due

You cannot proceed to the next screen without selecting 'Calculate estimated amount due'. If you edit any information in the 'Arrears of holiday pay' section after selecting 'Calculate estimated amount due', you cannot proceed to the next screen without selecting 'Calculate estimated amount due' again.

Statutory minimum notice

1. If 'Statutory minimum notice' was selected, this will be displayed.

Statutory Minimum Notice

Number of statutory weeks notice due

Number of weeks notice paid by employer

Number of weeks claimed

Total value for minimum notice remaining that's owed to employee, as claimed by employee.

Total value for minimum notice remaining that's owed to employee, as certified by employer representative

Is this claim in respect of a Workplace Relations Commission (WRC) Award?

YES NO

CALCULATE ESTIMATED AMOUNT DUE

Estimated amount due to employee

Calculated based on information supplied

2. You will enter the number of weeks of notice already paid to the employee (if applicable) and the number of weeks of notice that are being claimed from the DSP.

The number of weeks' notice paid, and the number of weeks' notice claimed should equal the number of statutory weeks' notice due.

3. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative.
4. The next question asks if the claim is in respect of a Workplace Commission Award. (You should select 'Yes', if the employer has been required to pay the statutory minimum notice under an award from the Workplace Commission.)
 - a. If you selected 'Yes', enter the date that the award was made and the reference number of the award.
 - b. If you selected 'No', proceed to selecting the 'Calculate estimated amount due' button.
5. Select '**Calculate estimated amount due**'.
6. The estimated amount due field will populate and will display an estimate of what the employee is due, calculated based on the information that you've entered.

The DSP will pay the lowest of:

- Amount claimed
- Amount certified
- Estimated amount due

You cannot proceed to the next screen without selecting 'Calculate estimated amount due'. If you edit any information in the 'Minimum Notice' section after selecting 'Calculate estimated amount due', you cannot proceed to the next screen without selecting 'Calculate estimated amount due' again.

Arrears due under a company sick pay scheme

Arrears Due under a Company Sick Pay Scheme

Claimed from Cannot be more than 18 months prior to the date of insolvency.	Claimed to Cannot be after the date of insolvency.
<input type="text"/>	<input type="text"/>
Gross weekly pay during this period	
<input type="text"/>	
Weekly amount of social welfare benefit received	
<input type="text"/>	
Total amount of social welfare benefit payable during the period	
<input type="text"/>	
Amount paid by employer weekly while under sick pay scheme (exclusive of social welfare payment)	
<input type="text"/>	
Total arrears of sick pay claimed by employee	
<input type="text"/>	
Total arrears of sick pay certified by employer	
<input type="text"/>	

1. If 'Arrears due under a company sick pay scheme' was selected, this will be displayed.
2. The 'Claimed from' and 'Claimed to' dates for the period under which the employee is owed money from the company's sick pay scheme must be entered.
3. Enter the employee's gross weekly pay during the period.
4. Enter the weekly amount of social welfare benefit the employee received, and the total amount they received during the claim period.
5. Enter the amount paid by the employer weekly while under the sick pay scheme. (Ensure that you do not include any social welfare payment in this figure.)
6. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative
If the values for the claimed amount and certified amount are different, the DSP will pay the lowest of the two values or less.

Claims for entitlements awarded under other acts

Claims for entitlements awarded under other acts

Type of award [Remove](#)

Awarding body

Date of award
Cannot be more than 18 months prior to the date of insolvency.

Claimed from **Claimed to**
Cannot be more than 18 months prior to the date of insolvency. Cannot be after the date of insolvency.

Amount claimed by employee

€

Amount certified by employer representative

€

Reference number of award

Enter reference number

Are there any other awards that the employee has received?

YES NO

1. If 'Claims for entitlements awarded under other acts' was selected, this will be displayed.
2. The award type and the awarding body will need to be selected.
3. Enter the date the employee received the award.
4. If you selected 'National Minimum Wage Act 2000' as the award type, you'll be required to enter the 'To' and 'From' date for the period the award refers to.
5. Then, enter the employee claimed amount and the amount that you're certifying for this entitlement as an employer representative.
6. If the values for the claimed amount and certified amount are different, the DSP will pay the lowest of the two values or less.
7. Enter the reference number of the award.
8. If there are any other awards you need to add, answer 'Yes' to the question displayed.

9. All the 'Claims for entitlements awarded under other acts' fields will be displayed again, and you'll be required to enter in all the details for the new period.

You can add a maximum of twelve awards.

Employee payment details

1. If you've selected 'Foreign Liquidator/Insolvency practitioner (EU or UK)' as your role, the 'Employee payment details' will be displayed. If this section is displayed, any payment awarded as part of the Insolvency Payments Scheme is sent directly to the employee via this payment method.
2. You'll be asked to enter an Irish IBAN and an account name for the payment method.
3. Select 'Save and continue'.

Step 5: Employee documents - Employee Declaration

1. The next step of the application, 'Employee documents', opens.

Download Employee Declaration

Download Employee Declaration

Please download the Employee Declaration, which contains the information entered on this application. You must upload confirmation from the employee that all the information is correct. (i.e. A copy of the declaration with a physical or digital signature or an email from the employee confirming that the information entered is correct.)

[DOWNLOAD PDF](#)

Document upload

You must upload confirmation from the employee that the Employee Declaration is correct, as well as any other documents which are required to support the application. More details can be found on gov.ie.

Have you confirmed the details in the form with the Employee and have the relevant documents ready to upload?

YES, UPLOAD NOW NO, UPLOAD LATER

[SAVE AND CONTINUE](#)

[Back](#)

2. Select '**Download PDF**' to download a copy of the Employee Declaration, which contains the information entered as part of this application. (A sample is included in [Appendix B.](#))
3. Once you've downloaded the Employee Declaration, select 'No, upload later' under the 'Document upload' section (as the employee has not confirmed the information yet)
4. Select '**Save and continue**' and you'll be brought to a screen which lists the required employee documents.

You cannot proceed until you are ready to upload confirmation from the employee

To complete the application, you must upload the following:

- Confirmation from the employee that the information contained in the Employee Declaration is correct
- An employment permit or Irish residency permit. (The application can be submitted without it, but payment will not issue until it is received.)

You can return and add these documents to the application by clicking 'Continue' on this application in the table of employee applications.

[BACK TO EMPLOYEE APPLICATIONS](#)

5. Select 'Back to employee applications' to be returned to the 'Employee Applications' dashboard.
6. Applications that are not submitted will expire if they have not been opened for 364 days. The 'Last updated' column in the employee applications table indicates when an application was last opened
7. The Employee Declaration must be sent to the employee, either online or by post.
8. You are then required to upload confirmation from the employee that all the information on the declaration is correct. This confirmation can take the form of a:
 - Signed Employee Declaration
 - Email from the employee containing the following information: **'The attached form for the Insolvency Payment Scheme dated (insert date) is accurate. Based on that information, I am claiming an insolvency payment to the amount of (insert amount), (name) & (PPSN).**

Generating a new Employee Declaration

9. You can create a new copy of the Employee Declaration by selecting 'Continue' on the 'Employee applications' dashboard. The 'Employee documents' step will open, and you can select 'Download PDF' again.
10. If the employee wants information on the application to be updated, select 'Continue' on the 'Employee applications' dashboard.
11. The 'Employee documents' step will open.
12. Select the 'Back' button at the bottom of the screen, and all subsequent screens (Entitlement details, then Insolvency details, then Employee details, then Employee PPS number) until you reach the first screen where employee information can be updated.
13. Update the information on that screen and press 'Save and continue'.
14. Repeat until you reach the 'Employee documents' step again.
15. There, select 'Download PDF' to download an Employee Declaration with the updated information included.

Step 5: Employee documents - Uploading employee documents

19. Once the Employee Declaration has been received, return to the Employee Dashboard. This can be done by:
 - Select the 'Go to applications' button in the notification you received.
 - Select the Redundancy and Insolvency Payments Schemes tile on the Welfare Partners homepage or header. If all required employer documents have been submitted, you are always brought to the 'Employee applications' dashboard first after selecting 'Ready to start' on the Redundancy, Insolvency and Covid-19 related lay-off Payments Schemes overview page.
 - Select the 'Employee applications' tab when on the 'Employer profile' or 'Employer documents' dashboards.
20. Select 'Continue' on the application you wish to proceed with under the 'Employee applications' table.
21. You'll be returned to the 'Employee documents' step.
22. Select 'Yes, upload now'.

Have you confirmed the details in the form with the Employee and have the relevant documents ready to upload?

YES, UPLOAD NOW

NO, UPLOAD LATER

Employee confirmation that the content in employee declaration is correct

Please upload either a signed copy of the Employee Declaration or other proof that the employee has confirmed that that the information in the declaration is correct. You will not be able to submit the application without uploading this document.

Drag and drop file or

CHOOSE FILE

The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff

Employment Permit

Employees from outside the EU, European Economic Area, UK and Switzerland require an employment permit or proof of permission to work in Ireland. The application can be submitted without it, but payment will not issue until it is received.

Drag and drop file or

CHOOSE FILE

The following file types are accepted: .pdf .png .jpeg .bmp .tif .tiff

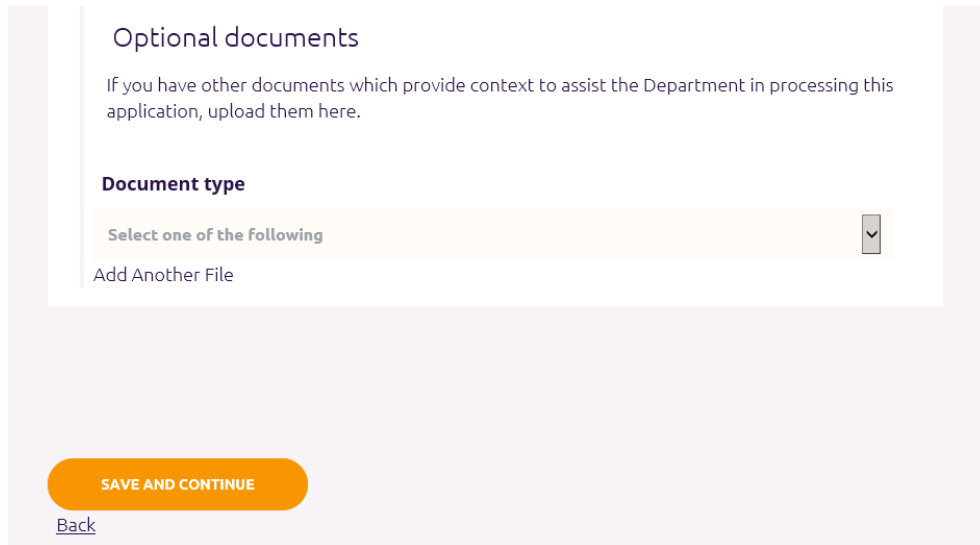
23. You'll be presented with a slot for each 'Required' document type and a slot where you can upload 'Other' documents.

24. For the 'Required' documents:

- **Confirmation from the employee that all information on the Employee Declaration is correct** must be uploaded before you submit your application.
- If you've applied for the 'Claims for entitlements awarded under other acts' entitlement, you must upload a copy of the Workplace Relations Commission decision or Court Award before you submit your application.
- If the employee is not a citizen of the EU, UK, Iceland, Norway or Liechtenstein or Switzerland, **an employment permit or Irish residency permit** is required. The application can be submitted without it, but payment will not issue until it is received.

25. You can also upload 'Other' documents (optional).

You should only upload an 'Other' document if you believe it will add additional context that the Department of Social Protection does not have, but will help to establish the employee's eligibility for the scheme or the amount of the insolvency entitlement.



26. Once the required employee documents have been uploaded, select 'Save and continue'.

Insolvency Application summary

27. The 'Insolvency Application summary' step will open.

28. You will see a card for each step:

- a. Employee PPS number
- b. Employee details
- c. Insolvency details
- d. Insolvency Entitlement details
- e. Employee documents

29. **View:** Select 'View' to preview the information entered on each step.

Edit: If any information is incorrect, select 'Edit' within the card to return to that step. You can edit information on that screen and press 'Save and continue'.

If information is changed you must generate an updated Employee Declaration and issue it to the employee again to get their confirmation.

30. Review the declaration. If you agree with all the information in the declaration, check the box.

I confirm that:

- All information provided on this application is accurate.
- This application is made either by or with the consent of the employer or their appointed representative.
- The position has been made redundant and the employee concerned will not be replaced.
- The employer is unable to make the statutory payment to the employee.
- It is the employer's responsibility to make statutory redundancy payments to eligible employees.
- The employer will be liable to the Department for any payments issued on foot of this application.

I Declare That All The Information Provided Here Is Accurate

SUBMIT APPLICATION

31. Press 'Submit application'.

32. The application will be submitted to the Department and the 'Submitted' screen for the application will open.

If further information is required to process the application, an officer from the Department will be in contact using the contact information entered on the employer profile.

33. Select 'Back to employee applications' to return to the 'Employee applications' dashboard.

34. The status of this application will now read 'Submitted'.

35. The application will be submitted to the Department and the 'Submitted' screen for the application will open.

The details of an application cannot be changed or viewed once it's been submitted. The Employee Declaration can be used as a record of the information that was submitted.



Section 8

Employee Applications



9. Employee applications

Accessing the dashboard

You can access the 'Employee applications' dashboard by:

- Selecting 'View' on the employer on your 'Employer list' dashboard if all required employer documents have been submitted.
- Selecting the 'Employee applications' tab when on the 'Employer profile' or 'Employer documents' dashboards for the relevant employer.

New applications

An application should only be created by the person who will submit the application.



Employee applications

FIND AN EMPLOYEE BY PPS NUMBER SEARCH

EMPLOYEE NAME	PPS NUMBER	LAST UPDATED	APPLICATION STATUS
Test, Mary	*****72a	30/06/2021	New

CONTINUE

Employee applications table

- The 'Employee applications' table has five columns.
 - a. Employee name
 - b. PPS number
 - c. Last updated (the date the application was last updated)
 - d. Application status (can be 'New', 'In progress', 'Submitted', or 'Completed')
- Applications that are not submitted will expire if they have not been opened for 364 days. The 'Last updated' column in the employee applications table indicates when an application was last opened

- In the search bar, you can search for applications by PPSN. You must search using the full PPSN you're looking for. Entering part of a PPSN will not return a result.
- A maximum of five applications can be displayed per page. To see more applications, select the right arrow to see the next five applications.

Application status

- You can select 'Continue' on applications with a status of 'New' or 'In progress' and you'll be returned to the last step you were on within the application.
- **An application can only be progressed and submitted by the user that creates/starts them.** If there is an expected change in staff it would be beneficial to have staff members who are leaving or going on extended leave to review all started applications and have them updated and submitted. Otherwise any 'started' or 'In Progress' applications will need to be deleted and started again
- **You cannot edit or view the information entered on a submitted application.**
- An application moves to a status of 'Submitted' once you press 'Submit' on the summary page of an application.
- An application moves to a status of 'Completed' once the application successfully reaches the Department's system and it is available for an officer to review.



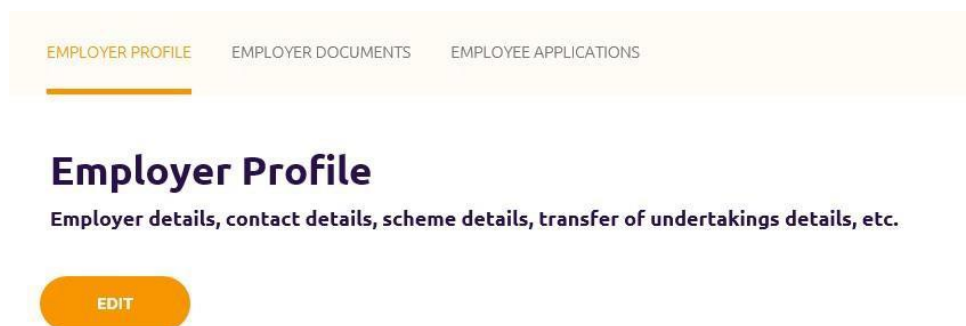
Section 9

Editing an Employer Profile



10. Editing an Employer Profile

1. Edit an Employer Profile by going to the 'Employer profile' dashboard for an employer
2. Access the dashboard by selecting the 'Employer Profile' tab when on the 'Employer documents' or 'Employee applications' dashboards.
3. Select the 'Edit' button.



4. You'll be brought to the 'Employer Profile – Step 1 of 3' screen. The fields will be pre-populated with the information you entered previously.
5. Update any information that you want to change and select 'Continue'.
6. You'll be brought to the 'Employer Profile – Step 2 of 3' screen. The fields will be pre-populated with the information you entered previously.

The exception to this is if you changed information on the previous screen that invalidated previously entered information or made additional questions mandatory. You will be required to fill in these questions before you can proceed.

7. Update any information that you want to change and select 'Continue'.
8. You'll be brought to the 'Employer Profile – Step 3 of 3' screen. The fields will be pre-populated with the information you entered previously.

The exception to this is if you changed information on a previous screen that invalidated previously entered information or made additional questions mandatory. You will be required to fill in these questions before you can proceed.

9. Update any information that you want to change.

10. Next, tick the box to declare that all the information that you've entered as part of the Employer Profile is accurate.
11. Once you're ready to register the updated Employer Profile, select 'Register'.
12. The updated Employer Profile information will then be issued to the DSP to be registered on the DSP's system.
13. You will be brought to the 'Registering Employer Profile' screen. You cannot create employee applications or submit employer documents until the update is completed.

You will receive a notification on Welfare Partners when the Employer Profile has been successfully updated. An email will be sent to inform you that you've received a notification on Welfare Partners.

If you update the Employer Profile after 8:30pm or on a weekend, it may be the next working day before registration is completed.



Section 10

Employer List



11. Employer list

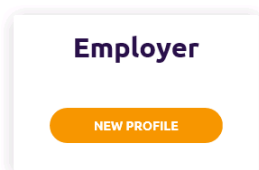
Accessing the dashboard

You can access the 'Employer list' dashboard by:

- Selecting 'Ready to start' on the Redundancy, Insolvency and Covid-19 Related Lay-off Payments Schemes overview screen.
- Selecting 'Employers' button in the header of the 'Employer profile', 'Employer documents', and 'Employee applications' dashboards.

New employers

Set up and register a new employer profile



Employers

FIND AN EMPLOYER BY NAME OR BY PAYE NUMBER				SEARCH 🔍
EMPLOYER NAME	PAYE NUMBER	PROFILE LAST UPDATED	APPLICATION STATUS ▲	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*****930	25/06/2021	New	VIEW

Employers table

- The 'Employers' table has four columns.
 - a. Employer name
 - b. PAYE number
 - c. Profile last updated (the date the Employer Profile was last registered)
 - d. Application status (always shows a status of 'New')
- In the search bar, you can search for employers by PAYE number. You must search using the full PAYE number you're looking for. Entering part of a PAYE number will not return a result.
- A maximum of five employers can be displayed per page. To see more employers, select the right arrow to see the next five employers.

- Select 'View' on an employer to be brought to the 'Employer documents' or 'Employee applications' dashboard for that employer (depending on whether all required employer documents have been uploaded).

Application status

Select the 'New profile' button to create a new Employer Profile, so you can create employee applications for that employer.



Appendices

A – Checklist of required information

B – Sample Employee Declaration

Appendix A – Checklist of required information

Information required for Employer Profile

Employer Representative role

Employer's PAYE number

Trading name (if none on record with Revenue)

Companies Registration Office (CRO) number (if registered with CRO)

Contact address for employer

Reason for redundancy (if applying for Redundancy Payments Scheme)

Type and date of insolvency (if applying for Insolvency Payments Scheme)

Details of any transfers of undertaking (TUPE) which impacted the employment of any employees being made redundant:

- Previous PAYE number (if available) and previous employer name
- Date of transfer of employment

Employer Representative name

Point of contact for applications for this employer:

- Contact name
- Contact number
- Email address

Employer Representative payment details (if Irish Employer Representative applying for Insolvency Payments Scheme)

- Employee's IBAN (International Bank Account Information)

Employee information required for Insolvency Payments Scheme

Employee's PPS number

Employee Name

Employee's date of birth

Whether employee is an EU, EEA, UK, or Swiss citizen (Yes/No)

Employee contact address

Contact number

Employee's email address

Transfers of undertaking (TUPE) that applied to the employee's employment

Employment start date

Employment end date

Date of notice of termination of employment

Average weekly hours

Gross weekly wage

How the gross weekly wage was calculated

Option to provide further detail to explain the calculation of the gross weekly wage

Employee payment details (if applying for Redundancy Payments Scheme or applying for Insolvency Payments Scheme as a foreign liquidator)

- Employee's IBAN (International Bank Account Information)
- Account holder name for employee's account
- Account holder name for employee's account

Employee information required for Insolvency Payments Scheme

Average number of days worked in a week

How much, if any, redundancy was paid to the employee in relation to this redundancy

If applying for Arrears of Wages:

- Type of arrears of wages
- Number of weeks claimed
- Claimed from
- Claimed to
- Average weekly amount claimed (if type of arrears is not 'Wages')
- Amount claimed by employee
- Amount certified by employer representative

If applying for Deductions from Pay

- Type of deduction
- Number of weeks claimed
- Claimed from
- Claimed to
- Weekly amount
- Amount claimed by employee
- Amount certified by employer representative

If applying for Arrears of Holiday Pay

- Whether claim is based on annual leave entitlement or 8% of hours worked
- Annual leave entitlement (if based on annual leave entitlement)
- Claimed from
- Claimed to
- Annual leave taken by the employee in the claim period
- Public holidays due to the employee in the claim period
- Total amount of arrears of holiday pay claimed
- Total amount of arrears of holiday pay certified

If applying for Statutory Minimum Notice:

- Number of weeks' notice paid by employer
- Number of weeks' notice claimed
- Value for minimum notice remaining, as claimed by employee.
- Value for minimum notice remaining, as certified by employer representative
- If claim is in respect of a Workplace Relations Commission (WRC) Award:
 - Date of award
 - Reference number of award

If applying for Arrears due under a Company Sick Pay Scheme:

- Claimed from
- Claimed to
- Gross weekly pay during this period
- Weekly amount of social welfare benefit received
- Total amount of social welfare benefit payable during the period
- Amount paid by employer weekly while under sick pay scheme (exclusive of social welfare payment)
- Total arrears of sick pay claimed by employee
- Total arrears of sick pay certified by employer

If applying for Claims for Entitlements Awarded under other Acts:

- Type of award
- Awarding body
- Date of award
- Amount claimed by employee
- Amount certified by employer representative
- Reference number of award
- Claimed from (if type of award is 'National Minimum Wage 2000')
- Claimed to (if type of award is 'National Minimum Wage 2000')

Appendix B – Employee Declaration

Sample Insolvency Payment Scheme

PAYE number:	<PAYE Number>	
Employer:	<Registered Name>	Trading as: <Trading Name>

Employer Representative:
This notice is used to confirm details of an application for the Insolvency Payment Scheme. It should be sent to the employee named below to confirm that the following information is accurate.

Employee:
Your employer representative intends to submit an application under the Insolvency Payment Scheme. This form is used to confirm details of that application.

- Check the content of the form to ensure that the information is correct
- If any content is incorrect, inform your employer’s representative so that errors can be rectified.
- If all content is correct, confirm that to your employer’s representative.
- If content is incorrect, contact your employer representative to amend or update or email redundancypayments@welfare.ie
- Your employer’s representative will submit that confirmation to the Department of Social Protection in support of the application for the Insolvency Payments Scheme.

On receipt of this application, the Department may contact the employer representative to verify the provided information and request additional documentation.

Employee:	<Firstname> <Surname>	
PPSN:	<PPSN>	Date of birth: <Date of birth>
Address:	<Address line1> <Address line3>	<Address line2>
Postcode:	<Postcode>	County: <County>
Contact number:	<Contact Number>	Country: <Country>
Contact number:	<Contact Number>	Email address: <Email Address>
Citizen of EU/European Economic Area/Switzerland/UK:	<Yes or No>	

Employment details			
Weekly hours worked:	<Weekly Hours>	Average days worked in a week:	<Average days worked in a week>
Gross weekly wage:	<Gross weekly wage>	Date of notice of termination:	<Date of notice of termination>
Employment start date:	<Employment Start Date>	Employment end date:	<Employment end date>
Does any service with a previous employer apply to this employee's employment?			<Yes or No>
Previous employer name/employer number:	<Previous Employer Name> <PAYE Number.>	Date of transfer of employment:	<Date of transfer of employment>
ADD more +			

Arrears of Wages			
Type of arrears of wages:	<Type of arrears of wages>	Weeks claimed:	<Weeks Claimed>
Claim period start date:	<From Date>	Claim period end date:	<To Date>
Average weekly amount claimed:	<Average weekly amount>	Amount claimed by employee:	<Amount claimed>

	claimed>		
Amount certified by Employer Representative:	<Amount certified by Employer Representative>	Maximum amount due:	<Estimated amount due>
ADD more +			

Deductions from Pay			
Type of deductions:	<Type of Deductions>	Weeks claimed:	<Weeks Claimed>
Claim period start date:	<From Date>	Claim period end date:	<To Date>
Weekly amount:	<Weekly amount>	Amount claimed by employee:	<Amount claimed>
Amount certified by Employer Representative:	<Amount certified by Employer Representative>	Maximum amount due:	<Estimated amount due>
ADD more +			

Arrears of Holiday Pay - <Either 'Annual leave entitlement' or 'Entitlement to 8% of hours worked'>			
Annual leave entitlement:	`<Amount of annual leave days> days' or 'N/A'		
Claim period start date:	<From Date>	Claim period end date:	<To Date>
Annual leave taken by the employee in the claim period:	`<Annual Leave days taken in claim period> days' OR '<Hours of holidays taken> hours'	Public holidays due to the employee in the claim period:	`<Public Holidays Due in claim period> days' OR '<Hours due in respect of public holidays> hours'
Total due:	`<Days Due> days' or '<Total Hours Due> hours'	Amount claimed by employee:	<Amount claimed>
Amount certified by Employer Representative:	<Amount certified by Employer Representative>	Maximum amount due:	<Estimated amount due>

Statutory Minimum Notice			
Number of statutory weeks' notice due:	< Number of statutory weeks' notice due>	No. of weeks' notice paid by employer:	<No. of weeks' notice paid by employer>
No. of weeks' notice claimed:	<No. of weeks of notice claimed>	Amount claimed by employee:	<Amount claimed>
Amount certified by Employer Representative:	<Amount certified by Employer Representative>	Maximum amount due:	<Estimated amount due>
Is claim this in respect of a Workplace Commission Award?	<Yes or No>		
Enter date of award:	<Enter date of award>	Reference number of award:	<Reference Number of

			Award>
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Arrears Due under a Company Sick Pay Scheme			
Claim period start date:	<From Date>	Claim period end date:	<To Date>
Gross weekly pay during this period:	<Gross weekly pay during this period>	Weekly amount of social welfare benefit received:	<Weekly amount of social welfare benefit received>
Total amount of social welfare benefit payable during the period:	<Total amount of social welfare benefit payable during the period>	Amount paid by employer weekly while under sick pay scheme (exclusive of social welfare payment):	<Amount paid by employer weekly while under sick pay scheme (exclusive of social welfare payment)>
Amount claimed by employee:	<Amount claimed>	Amount certified by Employer Representative:	<Amount certified (By Employer Representative)>

Claims for Entitlements awarded under other Acts			
Type of award:	<Type of Award>	Awarding body:	<Awarding Body>
Date of award :	<Date of Award>	Reference number of award:	<Reference No. of Award>
Amount claimed by employee:	<Amount claimed>	Amount certified by Employer Representative:	<Amount certified (By Employer Representative)>
Claim period start date:	<From Date>	Claim period end date:	<To Date>
Add More +			

Payment details			
Employee IBAN:	<Employee IBAN>	Name of account holder	< Name of Account Holder>

Insolvency Payment Scheme claim summary (Based on details provided and subject to review by Department of Social Protection)		
Entitlement	Certified amount	Maximum amount due
<Entitlement name>	<Amount certified by Employer Representative>	<Estimated amount due>
Add More +		
Total	<Total amount certified by Employer Representative>	<Total estimated amount due>

Employee Declaration:
<ul style="list-style-type: none"> I confirm that all information provided on this form is accurate. I have been made redundant by my employer. I understand that the amount due under the scheme may be less than the amount certified above. I understand that I will be liable for any overpayment that issues. I understand that the payment will be made to the Employer Representative, who will make any deductions required for tax or PRSI. <p>The total of <Sum of Total Certified> will be claimed by <Employer Representative> on my behalf</p>
This form was generated on the <system date> on behalf of <Applicant Company Name>

**Employee
Signature:**

Date:

Please return to:

If returning by post, sign and return to

<Applicant Contact Name> at <Applicant Company Name>.

If returning by email, include the following text in your email reply:

The attached form for the Insolvency Payment Scheme dated <system date> is accurate. Based on that information I am claiming an insolvency payment to the amount of (insert amount), (name) & (PPSN).

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. The Department of Social Protection's Privacy Statement is available at [DSP Data Protection](#) on www.gov.ie or in hard copy.