

Dear Client,

In view of the current health crisis, affecting the whole of Ireland, we are monitoring the developing COVID-19 situation. Our priority is to ensure the health, safety and wellbeing of employees, clients and other business contacts, as well as continuing to deliver our services. As a result, we are implementing the guidelines issued by the Government. In doing so, some of our team are working from home, while others are relocated to meetings rooms etc. Unfortunately, therefore, face to face meetings in person are currently not possible, however we are holding meetings over the phone and using technology to allow for virtual meetings where possible.

As you know, our priority here in PSC is looking after you and your business and ensuring we can meet your needs. In the event of full lock down, we have, across all our departments , including book keeping, accounting, tax, financial planning and corporate reporting, put systems in place so that you will have contact with the management team should you need it. We will also endeavour to ensure compliance with Revenue is maintained where possible and assist you through this crisis.

In the meantime, for all our payroll clients and clients that operate their own payroll system, we want to assure you that we are here for you should you have any questions regarding, closures, layoffs, reduced hours and how the COVID-19 Pandemic Unemployment Payment works. Please see more details on this below. The level of information that has been released in the last number of days has raised lot of questions. We have a dedicated team here who can help you with these decisions. Please call us and we will do our best to assist you.

Where we are the payroll agent, it is very important that you inform us of the following:

1. Has your business been affected by this pandemic? If yes, how?
  - a. Has your business closed?
  - b. Have you laid off some or all your employees?
  - c. Have these employees already applied for COVID-19 because you ceased to trade?
  - d. Any other points.
2. Are you participating in the scheme to pay a flat rate COVID-19 support payment to your employee's?

For all our Tralee clients, please contact Mary Brosnan by email at [mbrosnan@psc.ie](mailto:mbrosnan@psc.ie) or Alex White by email at [awhite@psc.ie](mailto:awhite@psc.ie). Alternatively, by phone at 066 7126333.

For all our Killorglin clients, please contact Deborah Flynn by email [dflynn@psc.ie](mailto:dflynn@psc.ie) or Pauline Casey by email at [pcasey@psc.ie](mailto:pcasey@psc.ie). Alternatively, by phone at 066 9761275

For all our Limerick clients, please contact Aoife O'Kelly by email at [aokelly@psc.ie](mailto:aokelly@psc.ie).

In the event of a lock down, please continue to contact the team by email and we will liaise with you to ensure that your payroll can be run remotely.

## **COVID-19 Unemployment Payment**

The Government announced the implementation of exceptional measures, administered through the Department of Employment Affairs and Social Protection (DEASP), to enable workers who are temporarily laid off due to the COVID-19 (Coronavirus) pandemic to claim a special support payment of €203 per week which is not subject to tax, USC or PRSI. This is a flat rate payment and is available to employees that are put on short time and to self-employed/Directors, where their business has ceased temporarily.

Employers are encouraged where possible to pay employees the COVID-19 Pandemic Unemployment Payment. If you chose to participate in this scheme, we as your payroll agents will register your business under the Employer COVID-19 Refund Scheme, thereby allowing a full refund of the COVID-19 Pandemic Unemployment Payment into your business bank. Where employees have already been laid off and their employment has been ceased, they can apply directly to DEASP for the payment.

The links below may provide further information which might be of assistance to you:

### **Employer COVID-19 Refund Scheme**

<https://www.revenue.ie/en/news/articles/employer-covid-19-refund-scheme.aspx>

### **COVID-19 Pandemic Unemployment Payment**

<https://www.gov.ie/en/service/be74d3-covid-19-pandemic-unemployment-payment/>

### **COVID-19 Information for Employers**

<https://www.gov.ie/en/publication/612b90-covid-19-information-for-employers/>

### **COVID-19 Information for Employees and the Self-Employed**

<https://www.gov.ie/en/publication/eca524-covid-19-information-for-employees/>

Should anyone have any queries on financial services or financial planning please contact Eoin O'Neill at [eoineill@psc.ie](mailto:eoineill@psc.ie).

Our message is simple, we are here to help.

On behalf of the entire team here in PSC, we wish you and yours good health.