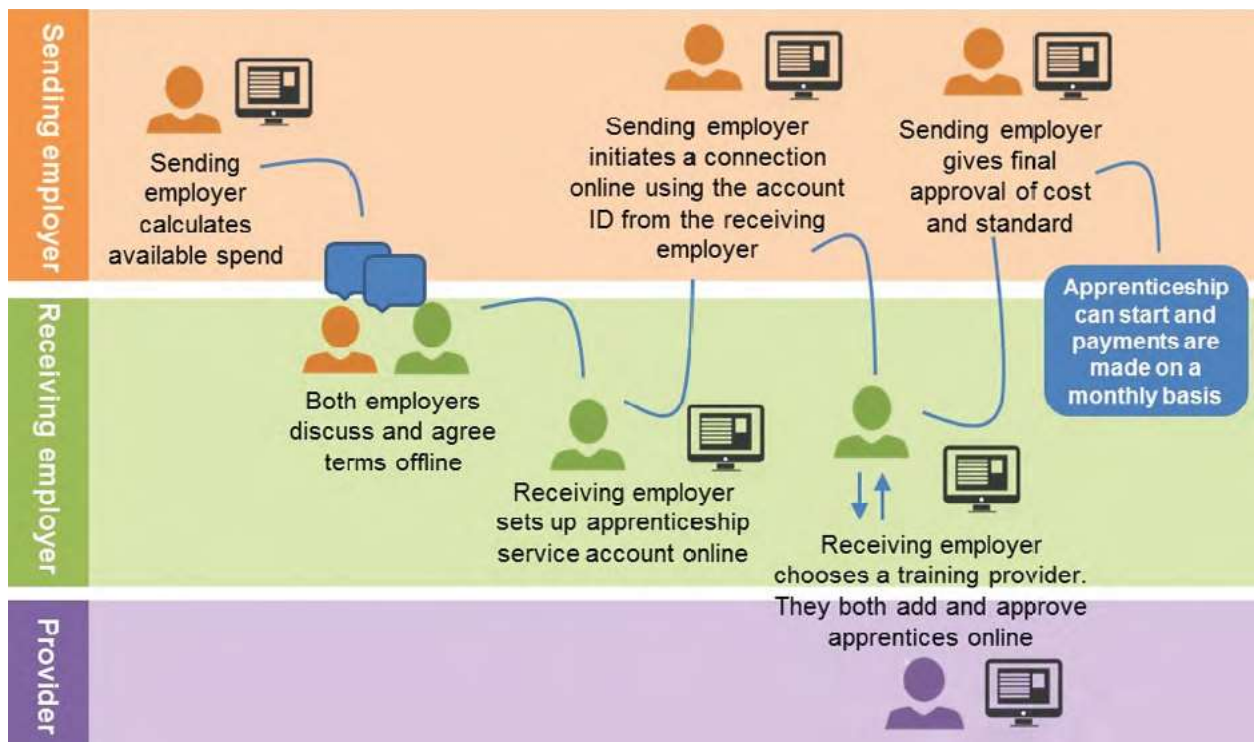


# 7 pointers to help employers prepare for transfers on the apprenticeship service

## Transfers user journey



Employers who pay the apprenticeship levy can now transfer apprenticeship service funds to multiple organisations to pay for their apprenticeship training and assessment.

Transfers have now been extended, so employers can make transfers to as many employers as they choose within their 25% maximum annual transfer allowance.

So how can you prepare for transfers as a levy-paying employer?

### 1. Look at your transfer allowance

Log into your apprenticeship service account and click on Finance, then Transfers. You'll be able to see your transfer allowance.

Your allowance is 25% of your annual funds, which will be calculated from the total amount of levy declared during the previous tax year.