

We pride ourselves on paying our locums promptly and accurately. To continue to ensure timely payments please review and follow the information below. If you have any questions or queries please direct them to the Sarah Turner, Accounts Manager or Nicholas Roets, Accounts Officer on 0208 947 3077 or accounts@merco.co.uk

TIMESHEETS

A completed timesheet is required for all locum work.

- >Timesheets must be submitted by 5pm on a Tuesday to be processed for payment the same week
- >Payments are sent to your account on a Wednesday and funds will typically clear on the Friday (although this is somewhat dependant on your bank/building society's own clearing policy)
- >Your timesheet must be signed by you and by an authorised person at the client

PAYE

If you work as a PAYE doctor we must have the following information in order to pay you:

- >Full postal address
- >National Insurance Number
- >Date of Birth
- >Tax Code (If you know it - this will help with the correct calculations of your tax)

SELF EMPLOYED

We welcome Self Employed contractors

- >If you are a Self Employed contractor you will need to submit an invoice and a timesheet
- >Your invoice should show **a)** where you worked **b)** your total hours and **c)** the gross amount we should pay you
- >We can provide you with an invoice template if required
- > Please provide us with your UTR Number (Unique Tax Reference Number)

LIMITED COMPANIES

If you work via a Limited Company the rules for a Self Employed Contractor would apply

- >If you work under an umbrella company please ensure you send them a copy of your timesheet so that they can raise an invoice
- >Typically the umbrella company will send the invoice & timesheet to us but please check with them
- >You will need to make us aware which umbrella organisation you are using

SUBMITTING YOUR TIMESHEETS/INVOICES

Timesheets can be downloaded from our website, e-mailed or faxed to you or we can send out paper copies. Please submit your timesheet and/or invoice to accounts@merco.co.uk or fax to 0203 060 3929 or alternatively you can post them to us at: Merco Recruitment Ltd, 1st Floor, St Georges House, 3-5 Pepys Road, Raynes Park, London, SW20 8NJ. Please note delays in the postal service may affect when we receive and thus process your timesheet.