

PAYMENT TERMS AND INFORMATION

We have a reputation for paying our locums promptly and accurately – every single week. So that we can continue to process your payments efficiently, please take a few minutes to review the information below. If you have any questions about your pay please speak to our Accounts Team on 0208 947 3077 or e-mail them at accounts@merco.co.uk

TIMESHEETS...

1. A completed, authorised timesheet is required for all locum work
2. You can download blank timesheets from our website or you can request we e-mail them to you
3. Timesheets must be submitted by e-mail by midnight on a Monday to be processed for payment that same week. Payments will typically clear on the Friday of that same week
4. Your timesheet must be signed by you and countersigned by an authorised person of the client (only authorised timesheets will be processed)
5. Timesheets must be emailed to accounts@merco.co.uk or faxed to **0203 060 3929** within 30 days of the shift

IF YOU ARE PAYE...

If you are PAYE then we must have the following information in order to pay you:

1. Your full postal address
2. Your National Insurance Number
3. Your date of birth
4. Your Tax Code (If you know it - this will help with the correct calculations of your tax)

IF YOU ARE SELF EMPLOYED...

In line with HMRC guidelines, we are only able to pay GPs or Consultant Grade Doctors on a Self Employed basis. If you are Self Employed you will need to submit an invoice together with your timesheet.

1. Your invoice must show **a)** where you worked, **b)** your total hours and **c)** the gross amount we should pay you
2. You will need to provide us with your UTR Number (Unique Tax Reference Number)

IF YOU WORK THROUGH A LIMITED COMPANY...

If you work through a Limited Company then the rules for a Self Employed contractor apply. We must have the following documentation/information in order to pay you:

1. Certificate of Incorporation
2. Company business bank statement/account opening letter (dated within the last 6 months)
3. Accountant details (optional)

IF YOU WORK UNDER AN UMBRELLA COMPANY...

If you work under an umbrella company you must send them a copy of your timesheet so they can raise an invoice (typically, the Umbrella Company will send your invoice & timesheet to Merco but please clarify this with them). We must have the following information to pay you:

1. Certificate of registration
2. Umbrella Company details

SUBMITTING YOUR TIMESHEETS/INVOICES...

Please submit your timesheet and/or invoice to accounts@merco.co.uk or by fax on 0203 060 3929 by midnight Monday for payment that same week.