

# PAYMENT INFORMATION

Please review this information to ensure your payments are prompt and accurate. For payment queries you should contact our Accounts Team on **0208 947 3077** or at **accounts@merco.co.uk**

## TIMESHEETS

1. Completed timesheets are required for all locum work – and must be submitted within 30 days of the shift
2. You can download blank timesheets from our website or request via email
3. Timesheets must be submitted by **midnight on Mondays** to be processed for payment in the same week – payments typically clear on Fridays of that same week
4. Your timesheet must be signed by you and countersigned by an authorised staff member of the client. Only duly authorised timesheets will be processed
5. You can submit timesheets and/or invoices by fax on **0203 060 3929** or by email to **accounts@merco.co.uk**

## IF YOU ARE PAYE

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

1. Your full name, date of birth and postal address
2. Your National Insurance number
3. Your tax code (if you know it – this will help with the correct calculation of your tax)

## IF YOU ARE SELF EMPLOYED

In line with HMRC guidelines we can only 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 – we can provide an invoice template if required.

1. Your invoice must show **a)** where you worked; **b)** your hours and **c)** the gross amount we should pay
2. You will need to provide us with your UTR 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 to pay you:

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

## IF YOU WORK VIA AN UMBRELLA COMPANY

You must send your Umbrella Company a copy of your timesheet to allow them to raise an invoice. Your Umbrella Company will send your invoice & timesheet to Merco but do clarify this with them. We must have the following information to pay you:

1. Certificate of registration
2. Umbrella Company details

**Please note** – if your Umbrella Company is not set up with Merco then we are required to conduct our due diligence on them – the sooner they provide the information requested the sooner we can process your payment.

