

# LUHFT- AfC Non-Consolidated Payments in Instalments Opt In Form

NHS Employers have confirmed employing organisations can offer the flexibility to pay the 2022/2023 two non- consolidated payments in instalments.

It is recognised that it may be preferable for some individuals to receive the totality of the 2022/2023 two non-consolidated payments in instalments (i.e. paid across several months), rather than together in a single month's pay. An example of this might be where individuals receive Universal Credit payments, where any changes to monthly income will directly impact the value of these payments.

We are able to offer the option to receive equal instalments over 10 months (June 2023 to March 2024).

Any member of staff considering making this request should access appropriate advice (for example through the Universal Credit helpline or Citizens Advice) to understand how receiving these payments in multiple instalments may impact your personal situation.

Note: The Pay Award arrears which will be back dated to April 2023 are not included within this option and will be paid as one payment in June 2023.

If you go on to leave the organisation, the remainder of the 2022/2023 two non-consolidated payments will be paid as lump sums in your final pay.

**This form must be completed and submitted no later than 23:59 hours Tuesday 30th May 2023 in order for the payment to be made in multiple instalments.**

**Please note any late or incomplete submissions will not be accepted and this will lead to the lump sum payment being paid in full in June 2023. The form does not validate your input. You must ensure your information is correct.**

**If you are completing this by hand, please email the completed form to [expenses@liverpoolft.nhs.uk](mailto:expenses@liverpoolft.nhs.uk) where you will be given an acknowledgment to confirm receipt.**

1. Assignment Number (can be located on your payslip): \*

2. National Insurance Number (can be located on your payslip): \*

3. Surname \*

4. Forename \*

5. Email Address \*

6. On submission of this form, the 2022/2023 Non-Consolidated Payments will be paid to you in 10 equal installments (June 2023 to March 2024) \*

I confirm and understand the payment will be made in 10 equal payments

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