

£500 COVID PAYMENT: OPT IN

NHS circular PCS(COV)2021/1 allowed staff to opt out of the £500¹ payment in the February 2021 pay run, where they have concerns that this may negatively affect their benefits situation.

This option was offered to allow individuals more time to consider their particular circumstances. Having considered the matter, if you now wish to opt back in to the payment, you should complete the form below. Your NHS Board will advise of the process to submit this form and to whom it should be sent. **It must be completed and sent no later than 5 July 2021.** Late receipt of forms will only be accepted in exceptional circumstances.

Please ensure you complete all fields.

Full Name (as shown on your payslip)	
NHS Board	
Payroll Number (as shown on your payslip). Please record all payroll numbers if you have more than one post in this NHS Board	
Post/Designation/Job Title	
As per NHS circular PCS(COV)2021/1, I have considered my personal circumstances and would like to opt back in to receiving the £500 payment announced by the Scottish Government.	
You can choose whether you receive the £500 as one payment or spread over 3 months/13 weeks. Please indicate below which you would prefer:	
One Payment of £500 in July 2021	Three/thirteen payments split over July/August/ September
If you do not express a preference, the £500 will be made as a single payment.	
Signature	
Date	

¹ The £500 payment will be pro-rata for less than full time staff, as set out in PCS(COV)2020/1. All references to the "£500 payment" in this form should therefore be read in that context by less than full time staff.