**AGENDA FOR CHANGE PAY AWARD 2024-25 – REQUEST FOR PAYMENT OF ARREARS IN INSTALMENTS – APPLICATION FORM**

NHS circular PCS(AFC)2024/5 allows staff to opt to have their arrears of pay paid in 3 monthly/13 weekly instalments, where they have concerns that one single payment may negatively affect their benefits situation.

If you wish to receive your arrears of pay in 3 monthly/13 weekly instalments, you should complete the form below. Your NHS Board will advise on where this should be submitted. **It must be completed and sent no later than 5 November 2024.** Late receipt of forms will only be accepted in exceptional circumstances.

Please ensure you complete all fields below.

|  |  |
| --- | --- |
| 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(AfC)2024/5, I have considered my personal circumstances and would like to opt to have my arrears of pay paid in 3 monthly/13 weekly instalments. | |
| Signature |  |
| Date |  |

This form can be downloaded at <https://www.stac.scot.nhs.uk/circulars>.