



**Payroll & Benefits Service Centre**  
Ground Floor Bircham House  
William Prance Road  
Derriford  
Plymouth  
PL6 5WR

Tel: 0845 155 8088  
www.plymouthhospitals.nhs.uk

Dear

**Notification of Salary Overpayment**

I am writing to confirm that a salary overpayment of £                    has been discovered which has led to a net overpayment of £

If you were instrumental in advising the Trust about the overpayment may I take this opportunity to thank you for this information.

The net overpayment is after adjustments for income tax, national insurance and pension contributions where appropriately apportioned.

The overpayment is due to the incorrect payment of salary for ..... This occurred due to .....

In accordance with the Trust's Salary Over/Underpayments Policy, we are required to correct this overpayment.

Repayments can be made by cheque payable to Plymouth Hospitals NHS Trust or via your salary.

If you do not agree with any aspect of this overpayment or the proposed recovery, I would ask that you please contact me in writing within 15 working days from the date of this letter. You can email your response to [pfss.payroll@nhs.net](mailto:pfss.payroll@nhs.net). Where possible, please provide written evidence to support any disagreement.

Please note that if no written contact is received, or if we do not receive payment in full via cheque, we are obliged to recover the overpayment, to the value of £.... from your next salary.

Where written contact is received a meeting will be arranged as soon as possible to discuss the overpayment and the necessary recovery.

Should you leave the Trust, for any reason, the Trust is required to recover any outstanding balance in full from any final salary. Should the final salary not be sufficient to recover any remaining balance outstanding, a settlement will be required prior to departure.

If you wish to pay by cheque please send your remittance to the address at the head of this letter marked for the attention of the Payroll & Benefits Manager enclosing the tear off slip below.

Yours Sincerely,

Jenny Petherick  
**Payroll & Benefits Manager**

cc Finance, Personnel File  
Line Manager  
HR Business Partner

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NAME:

PAY REFERENCE:

I enclose a cheque for £..... made payable to Plymouth Hospitals NHS Trust in respect of the payroll overpayment notified to me.

Signed ..... Date .....