



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Seirbhísí Comhroinnte
Seirbhís Aisioca Príomhchúraim
Bealach amach 5 an M50
An Bothair Thúaidh
Fionnghlas
Baile Átha Cliath 11

Finance Shared Services
Primary Care Reimbursement Service
Exit 5, M50
North Road
Finglas
Dublin 11

Guthán: (01) 8647100
Facs: (01) 834 3589

Ph: (01) 8647100
Fax: (01) 834 3589

Circ No. 013/08

14th November 2008

Dear Doctor,

I enclose herewith Forms PSN/1P, which should be completed in respect of each Secretary / Nurse / Practice Manager in your employment. To facilitate us to make payments in respect of practice employees, the completed forms, together with Income Tax Forms P60, P35 and P35L, should be submitted to us in January 2009.

In order for you to receive payment in any month, the appropriate documentation must be received by us before the end of the previous month. During 2009, any relevant changes that occur in the contract of employment with your Nurse, Secretary or Practice Manager, must be approved by the Local Health Manager before submission to the PCRS. Termination of employee contracts must also be notified to your Local Health Manager and the PCRS immediately

If you require any further information on the above, please do not hesitate to contact the Doctor's Unit, in the PCRS.

I would like to take this opportunity, on behalf of the PCRS, to wish you, your staff and family, a very happy Christmas and a prosperous New Year, and thank you for your co-operation with us throughout the year.

Yours faithfully,

Patrick Burke
Asst. National Director
Finance Shared Services PCRS