**FP95** **Pre-pay Prescription Charges**

Do you have to pay prescription charges?

Do you need more than 4 prescription items in 3 months or 14 in 12 months?

**You could save money by buying a**

# Prescription Pre-payment Certificate (PPC)

**FP95** NHS

## Application for a Prescription Pre-payment Certificate

**You could save money by buying a Prescription Pre-payment Certificate (PPC).**

**Check whether you can get free prescriptions before filling in this form.**

**Remember people 60 or over get free prescriptions.**

To see if you can get free prescriptions, look in leaflet HC11, **'Help with Health Costs'**, available from some pharmacists and GP surgeries.

You can also get a copy of leaflet HC11 by writing to DH, PO Box 777, LONDON SE1 6XH.

Or look at...

**www.dh.gov.uk/helpwithhealthcosts**

**PPC cost**

Costs of PPCs usually increase every April. New costs apply to any application received on or after the 1st April, regardless of the certificate start date. The old costs apply to any application received before the 1st April, regardless of the certificate start date.

To check the cost of a PPC, you can either visit our website at www.ppa.org.uk/ppc, ring our order line 0845 850 0030 or look in leaflet HC12 (available from some pharmacists or GP surgeries).

## How to buy a PPC

**CHOOSE ONE OF THE FOLLOWING OPTIONS ONLY**

- **Visit our website at:**
  www.ppa.org.uk/ppc

- **Ring our order line:**
  0845 850 0030

  If you have previously had an exemption certificate, please have your certificate number ready. You will need a pen to record your new PPC number.

- **Fill in and send this application form with your:**
  - **Direct Debit instruction; or**
  - **Credit/debit card details; or**
  - **Cheque or postal order, to:**

**NHS Business Services Authority**
**PPC Issue Office**
**PO Box 854**
**Newcastle upon Tyne**
**NE99 2DE**

**Important: Do not send cash.**

**We will normally issue your certificate within 7 working days of the date we get this form, or 21 working days if you pay by Direct Debit instalments.**

**This form only applies to people resident in England. This form will be processed more quickly if you fill it in using BLACK INK in BLOCK CAPITALS INSIDE THE BOXES.**

**TITLE** Mr Mrs Miss Ms Other

**SURNAME**

**FIRST NAME**

**DATE OF BIRTH** (IMPORTANT - We need to know this so we can check you are not age exempt) D D M M Y Y

**ARE YOU RENEWING YOUR CERTIFICATE?** NO YES

**Previous Certificate Number**

**Expiry Date** D D M M Y Y

**National Health Service Number:**

**WHERE SHOULD WE SEND YOUR CERTIFICATE?**

*(Please give full address including postcode):*

House No

Street

Town

Postcode

Telephone number in case we need to contact you:

The PPC will start from the date we get this form unless you put a different start date at the top of the next column. This cannot be more than one month earlier, or one month later, than the date we get this form.

FP950707

I wish to buy: (Please place a cross in one box)

***a 3 month certificate*** X

*or* ***a 12 month certificate*** X

***starting from*** *(date)* D D M M Y Y

## Payment (Please tick one box). Do not send cash.

The amount payable is set out in legislation and applies at the time this application is received.

I would like to pay by:

10 monthly Direct Debit instalments. Please sign and date the declaration below then fill in the Direct Debit instruction shown on the right.

Are you the account holder? NO YES

**Important note:** The Direct Debit payment option is only available when buying a 12 month certificate.

Mastercard Visa Solo/Switch Delta

Cheque Postal Order (Details below)

Name on card

Card No

Switch issue No

Start Date Expiry Date

Make Cheques/Postal Orders payable to the "NHS Business Services Authority" and crossed "Payee Only". Please write your postcode on the back of your Cheque/Postal Order.

Make sure your Cheque or Postal Order is for the correct amount. You can ring 0845 850 0030 to find out the cost of a certificate.

I have read the conditions of issue overleaf and I am aware of the circumstances and time limits, in which a refund may be made.

**Signed** **Date** D D M M Y Y

## Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

FP950707

**Please fill in the whole form using a ball point pen and send it to:**
PPC Issue Office, NHS Business Services Authority,
PO Box 854, Newcastle Upon Tyne, NE99 2DE

**Originators Identification Number**

2 4 2 7 8 5

**Name and full postal address of your Bank or Building Society**

To: The Manager

Bank/Building Society

Address

Postcode

**Name(s) of Account holder(s)**

**Bank or Building Society Account Number**

**Branch Sort Code**

**Reference**

**Instruction to your Bank or Building Society**

Please pay the PPC Issue Office of the NHS Business Services Authority Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the PPC Issue Office of the NHS Business Services Authority and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks or Building Societies may not accept Direct Debit Instructions for some types of account

## Conditions of Issue

You can only use the PPC for your own NHS prescriptions.

If you buy a 12-month PPC using the instalment option you are entering into a commitment to pay all the instalments. If you use the PPC after failing to pay an instalment you may have to pay a penalty charge. Please note that we cannot send out your PPC until we have received your first Direct Debit Payment.

You may be able to claim a partial refund of the cost of a PPC if you become entitled to free prescriptions during the life of the PPC.

For full details on PPC refund arrangements, including the time limit for claiming a refund, check leaflet HC11.

## Refund of Prescription Charges

Remember to apply for a new PPC in good time, otherwise you will have to pay charges when your old PPC runs out. When you apply, you can ask for your PPC to be backdated up to one month. If you claim you have a valid PPC when you do not, you may have to pay a penalty charge.

If you have to pay a prescription charge while you are waiting for your PPC, you can get a refund if you ask for an NHS receipt form (an FP57) when you pay and your new certificate covers the date you paid.

**The person collecting the charge can only issue an FP57 at the time you pay, they cannot give you one later.** The FP57 tells you how to get a refund.

This guarantee should be detached and retained by the payer

DIRECT Debit

## Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or the payment dates change, the PPC Issue Office of the NHS Business Services Authority will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the PPC Issue Office of the NHS Business Services Authority or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

**Data Protection Act 1998:** The NHS Business Services Authority will use the information that you have provided on this application form for the processing of your application and the prevention and detection of fraud. We will not disclose your Personal Data to any third party or transfer it outside of the European Economic Area. We may contact you to discuss your application. Your Personal Data will be deleted from our systems and files no later than 7 years from when the certificate was purchased.

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