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**LOC Levy Alteration Request Form**

A standard template has been introduced for LOC Treasurers to use when requesting to change the LOC’s statutory levy percentage.

The template below must be completed in full and emailed to the [ICB optometry contact](https://www.nhsbsa.nhs.uk/provider-assurance-ophthalmic/integrated-care-board-icb-optometry-contact-email-addresses) and LOCSU.

Information required includes:

* the total levy % to be deducted (including the LOC and LOCSU portions),
* confirmation of whether the LOCSU levy should be paid direct by PCSE, or whether the LOC will pay LOCSU; and
* the date you want the change to take effect from.

Please note that alterations to the levy can not be backdated.

Once the request for change has been approved by the regional team, they will instruct PCSE to update the Ophthalmic Payments System accordingly so that the levy percentage collected is in line with your request.

PCSE will notify you once the Ophthalmic Payments System has been updated.

**If you have any questions regarding the process or have any difficulty getting a change approved, please contact** **info@locsu.co.uk** **for assistance.**

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**LOC Levy Alteration Request Form**

Once all fields are completed, please email the [ICB optometry contact](https://www.nhsbsa.nhs.uk/provider-assurance-ophthalmic/integrated-care-board-icb-optometry-contact-email-addresses) and LOCSU

To be completed by the LOC Treasurer (Authority to request)

|  |  |
| --- | --- |
| **Local Optical Committee (LOC)** |  |
| **LOC Treasurer name**  |  |
| **Contact email** |  |
| **Contact number** |  |
| **Date Submitted to ICB** |  |
| **Signature** |  |

New levy amount & payment method (completed by LOC Treasurer)

|  |  |
| --- | --- |
| **LOC Portion (%)** |  % |
| **LOCSU Portion (%)**  |  0.4 % |
| **Total levy % to be deducted (LOC + LOCSU portions)** |  % |
| **LOCSU portion to be paid direct by PCSE[[1]](#footnote-2)** |  YES / NO |
| **Date the change is requested to take effect** |  |

To be completed by ICB (Authority to change)

|  |  |
| --- | --- |
| **Approved by (name)** |  |
| **Position** |  |
| **Date submitted to PCSE**  |  |

To be completed by PCSE

|  |  |
| --- | --- |
| **Actioned by (name)** |  |
| **Date actioned** |  |
| **Date levy change will be effective from** |  |
| **Date confirmation of change sent to LOC, LOCSU and ICB** |  |

1. LOCs choose whether they receive the LOCSU portion of the levy and pay LOCSU, or whether PCSE pay the LOCSU portion of the levy direct. The LOCSU levy is set at 0.4% for 2025/26. [↑](#footnote-ref-2)