

Tutor Pay Claim Invoice Requests & Guidance

All self-employed tutors working with Merton Music Foundation are responsible for submitting invoices for lessons and other agreed work that has been completed. These can be submitted either termly or half termly.

This guide explains the information that should be included in your invoice, explains how to check your hours on Speed Admin and has an example invoice for guidance.

Following this guidance will help us process your invoice quickly and accurately, reducing the need for follow-up queries and helping to avoid unnecessary delays with payment.

What to include in your pay claim

Please make sure every invoice contains the following information:

- 1. Your details:** Full name, address, bank details, date of invoice unique invoice number.
- 2. Merton Music Foundation's details:** Please include our full organisation name and address
- 3. The period of lessons taught:** Please include the start and end date in the format DD/MM/YY
- 4. A detailed description of lessons taught including number of hours, rates of pay and a total.**
Please list separately:
 - 1:1 or small group lessons in schools / music centre (ideally with a separate line for each school or venue)
 - Classes / Large Group Lessons
 - Ensembles
 - School Funded Lessons/Ensembles
- 5. Any other miscellaneous work listed separately, for example:**
 - Tutor Conference expenses – DD/MM/YY - £XX
 - Concert – DD/MM/YY - £XX
- 6. A final total due**

Further information about what should be included on an invoice can be found on the GOV.UK website.

Calculating Hours on Speed Admin

1. Go to 'My Hours'

From your speed admin dashboard, click 'My Hours'

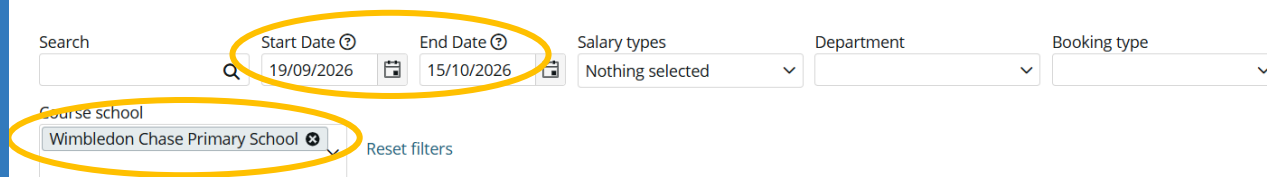


2. Select your date range

- Start date: The date of the first lesson taught since your last pay claim
- End date: Today's date (NB: this date cannot be in the future)

3. Filter by school / venue

To make your pay claim as clear as possible, we ask that you break down your hours by school or venue. You can use this by using the 'Course School' Filter



4. Use the billable hours figure

You will see two main hour calculations

- Total Booked Hours (inc. cancellations)
- Billable hours

The figure you need to use for your pay claim is **billable hours**.

NB: If you have had any cancellations or make-up lessons, the total booked hours and billable hours will be different. Always use the billable hours figure when calculating your pay claim.

Total Booked Hours (inc. cancellations)	Billable Hours (lessons & make ups)
6.5	5.5

5. Add the hours to your pay claim

Please include a separate line for each school/venue on your pay claim.

Example Invoice

Tutor Name: XXXXXX
 Tutor Address: XXXXXX

Merton Music Foundation
 High Path
 London
 SW19 2JY

Email: XXXXXX

Invoice No.: XX
 Invoice Date: XX

Teaching Period – From DD/MM/YY to: DD/MM/YY

DESCRIPTION	HOURS	RATE	TOTAL
Hogwarts Primary – 1-1 Piano	5	35.5	177.50
Rydell High School – 1-1 Piano	10.75	35.5	381.62
Beginner Jazz Ensemble	5	36.5	182.50
Senior Ukulele Ensemble	5	36.5	182.50
Grange Hill - School Funded Piano Lessons	4.25	36.5	155.12
Walford High - School Funded Piano Lessons	3.5	36.5	127.75
Summer Jazz Concert 08/08/2026	2	60	120.00
TOTAL			1326.99

Please pay to :

Mr Joe Bloggs
 Starfleet Bank
 Sorting Code - 12 34 56
 Account Number – 12121212

In connection with the arrangements agree between us for the provision of my services as claimed above. I undertake to make a full return to the Inland Revenue of any payments made to me by the Merton Music Foundation, for the provision of my services and I will be responsible for the payment of Income Tax thereon and National Insurance Contributions classes 2 & 4. My Trading accounts are submitted to HM Inspector of Taxes.

Signed: XXXXX

This is an example for guidance only and is not an invoice template. Please create and submit your own invoice using your own format

Moving Music Forward since 1991