



# Annual Pension Administration Guidance

All forms in the table below can be downloaded from the Practitioner webpage on the NHSBSA/NHS Pensions' website: [www.nhsbsa.nhs.uk/member-hub/information-practitioner-locum-and-non-gp](http://www.nhsbsa.nhs.uk/member-hub/information-practitioner-locum-and-non-gp)

Who	Completes	Deadline for submission	Send to
Type 1 Medical Practitioners/GP Providers (i.e. GP partners, single-handed GPs, and GP shareholders) Non-GP Providers (i.e. non-GP partners/shareholders)	GP Provider & non-GP Provider Annual Certificate of Pensionable Profits	28 February each year (i.e. 11 months after year end)	<p>All forms should be submitted to PCSE.</p> <p>Go to: <a href="http://www.pcse.england.nhs.uk/contact-us/">www.pcse.england.nhs.uk/contact-us/</a> and under 'Select type of enquiry', select 'GP Pensions'.</p> <p>Complete the information requested, and upload document(s) when prompted. You can upload up to five documents in one submission.</p> <p>Once successfully submitted, you will receive an email confirming the submission with a case reference number you can use to follow up on the case if needed.</p>
Type 2 Medical Practitioners (i.e. surgery based salaried GPs, long term fee based surgery GPs who are not GP Providers, GPs who solely perform OOHs)	Type 2 Medical Practitioner Self-Assessment Form	28 February each year (i.e. 11 months after year end)	
GP (GMS/PMS) Practice and APMS Contractor	Estimate of GP (and non-GP) Provider NHS Pensionable Profits/Pay	1 month before the start of every pension year (i.e. before 1 March each year)	
Freelance GP Locums (including those who are also Type 1 or Type 2 GPs)	GP Locum forms A and B	No later than 10 weeks from the work is completed	

## 'Ad Hoc' GP SOLO work ( i.e. OOHs, self-employed CCG work, etc)

If you perform any GP 'SOLO' work, you and the organisation you work for must ensure that the SOLO forms (and contributions) are sent promptly to PCSE. The tiered rate of employee contributions is based on your total GP pensionable income, not your SOLO income.

## Annual end of year pension administration

Annual pension forms should be available to download from the NHS Pensions website from early January 2019.

As part of the requirements of the NHS Pension Scheme Regulations, GPs need to return their GP Provider Annual Certificate of Pensionable Income or the Type 2 Medical Practitioner Self-Assessment form to PCSE within 11 months of pension year end; i.e. by 28 February. It is a legal requirement for GPs to complete and submit these documents each year.

**Important: If practitioners do not submit pension documentation for any one year it will result in an incomplete pension record which may affect Annual Benefit Statements (Total Reward Statements), Annual Allowance statements, etc.**

**If there is an incomplete pension record, practitioners will be contacted directly by PCSE. Further information on this is provided below.**

## Hand-written signatures

PCSE can only accept forms that have not been signed by the practitioner/practice if the contact email address included when the documents are submitted is an nhs.net email address.

If documents are submitted without a hand-written signature, and no nhs.net email address is provided when the documents are sent to PCSE via the online enquiries form, the document(s) will be returned to the sender for re-submission.

## Ongoing review of pension scheme data

As you may be aware, NHS England is carrying out a complete review of all pension scheme data, led by an independent pension's expert.

This will involve an analysis of all practitioner pension information. If the review shows any gaps in data, **practitioners will be contacted directly by PCSE** with clear advice on what to do next. This may involve submitting pension documentation for years where there are gaps.

## Annualisation reimbursement process

If during Scheme years 2015/16 and 2016/17 you were a member of the (new) 2015 NHS Pension Scheme (i.e. not a 1995 or 2008 Section protected Scheme member) the rate of employee contributions you paid was based on your annualised GP pensionable income. You will soon have the opportunity to review the rate of contributions you paid in those years. In January 2019, further information will be available on the Practitioner page of NHSBSA/NHS Pensions' website including a reimbursement claim form: [www.nhsbsa.nhs.uk/member-hub/information-practitioner-locum-and-non-gp](http://www.nhsbsa.nhs.uk/member-hub/information-practitioner-locum-and-non-gp).

## Further information

Please visit the 'GP Pensions' section of the PCSE website for frequently asked questions regarding GP Pensions: [www.pcse.england.nhs.uk](http://www.pcse.england.nhs.uk)