Anglian Community Enterprise

Carnarvon House

Carnarvon Road

Clacton on Sea

Essex

CO15 6QD

Fax 01255 206001

Direct Dial: 01255 206031

**Private & Confidential**

Dr X

Address 1

Address 2

Address 3

Postcode

Date

Dear Dr X

**Payment of Pension Contributions for GP Locum Work**

I am writing to request a change in the way you currently pay your pension contributions to us for your GP Locum work. Currently, you send us a cheque as payment for your employee pension contributions, employer contributions and if applicable, any additional voluntary contributions.

We have been requested to move away from processing cheques where possible and I would like to take this opportunity to invite you to pay your contributions via internet banking. If you are happy to do so, please can you make payments using the following information:

**Payee Name:** GBS Re NHS Commissioning Board

**Sort Code:** 08-33-00

**Account Number:** 12939762

**Reference:** Q79 Essex Pension Contributions

If you choose this option, then it would be helpful if you could scan and e-mail to me your Locum A & B forms at karl.fuller@nhs.net. This would save you having to post your forms to us. Alternatively, if you wish to post forms still, you must e-mail me with the following details in advance:

**Date of Payment**

**Amount Paid**

**Breakdown of employees, employers and avc contributions**

Thank you in advance for your co-operation in this matter.

Yours sincerely



Karl Fuller

Payments Manager

Primary Care Support England