

FAO: The Practice Manager, GPs and Locums

February 2017

Dear Colleague,

This update provides important information relating to your payments and pensions administration. In this update, you will find information on:

1. The Annual Certificate of Pensionable Profit submission process and deadline **for GP partners**
2. The Type 2 Self-Assessment of Tiered Contributions 2015/16 deadline **for salaried and type 2 GPs**
3. Sending pension contributions to PCSE by post
4. NHS Pensions Estimate of GP (and non-GP) Providers NHS Pensionable Profits/Pay: 2017/18 deadline **for practices**
5. Maternity leave and adjustments to practice pension contributions

1. Update for GP Partners

Annual Certificate of Pensionable Profit deadline

The 2015/16 Annual Certificate of Pensionable Profit has now been released by NHS Pensions.

We would encourage you to submit your certificate as soon as possible to ensure it is processed in time for the Financial Year end. **The deadline for submitting completed certificate forms to PCSE is 28 February 2017.**

Electronic submissions

To submit your certificate electronically, please follow the instructions below.

1. Download the certificate form from www.nhsbsa.nhs.uk/pensions
Click on 'Pension Scheme Forms' '
then 'Forms specific to practitioners',
then scroll down to '2015/16 GP Providers Annual Certificate of Pensionable Profit'
2. Complete the electronic version of the certificate.
3. Forward the completed certificate to pcse.enquiries@nhs.net. Please put 'Annual Certificate' in the email subject line.
4. Sign, scan and email signed copies of the declaration pages (11, 12, 13 14) to pcse.enquiries@nhs.net with 'Annual Certificate' in the email subject line. Alternatively post your signed declaration page to Primary Care Support England, PO Box 350, Darlington, DL1 9QN.

If you have any queries, please contact PCSE on 0333 014 2884, or email pcse.enquiries@nhs.net and put 'Annual Certificate' in the email subject line.

Paper submissions

If you are unable to submit your certificate electronically, please follow the instructions below.

1. Download the certificate form from www.nhsbsa.nhs.uk/pensions
Click on 'Pension Scheme Forms' ' then 'Forms specific to practitioners', then scroll down to '2015/16 GP Providers Annual Certificate of Pensionable Profit'
2. Complete the electronic version of the certificate and print.
3. Post the completed certificate to Primary Care Support England, PO Box 350, Darlington, DL1 9QN.

If you have any queries, please contact PCSE on 0333 014 2884, or email pcse.enquiries@nhs.net and put 'Annual Certificate' in the email subject line.

The certificate asks for details of contributions already paid that relate to the financial year 2015/16, in order to calculate the contributions over/under paid. Details of contributions already paid can be viewed on Open Exeter under 'GP Statements application' and appear at the bottom of the page on the left hand side, called 'Superannuation Statements'. Please ensure that you provide your accountant with a copy of the statement.

If you have provided authority for your accountant to deal with matters relating to pensions, PCSE will respond to your accountant directly with any subsequent communications.

Any refund or recovery which is due following the processing of the certificates will be made through the practice-monthly payment. Unless you anticipate the level of recovery to be greater than the monthly payment due, we would please ask that you refrain from sending a cheque.

Any refund or recovery for any GP who is no longer with his/her 2015/16 practice will be paid or recovered from payments made to the practice. Further information regarding certificate submission for GP's with a changed status can be found in the NHS Pensions guidance notes, which can be accessed on the NHS BSA Pensions website:
www.nhsbsa.nhs.uk/pensions

2. Update for salaried and type 2 GPs

Type 2 Self-Assessment of Tiered Contributions 2015/16

The Type 2 Medical Practitioner Self-Assessment of Tiered Contributions form for 2015/16 is available from the NHS Pensions website: www.nhsbsa.nhs.uk/4092. We would encourage all salaried and type 2 GPs to submit your self-assessment as soon as possible, to ensure it is processed in time for the financial year end. **The deadline for submitting completed self-assessment forms to PCSE is 28 February 2017.**

Forms can be sent electronically to pcse.enquiries@nhs.net, please put 'Type 2' in the email subject line, or by post to: Primary Care Support England, PO Box 350, Darlington, DL1 9QN.

Please note, a revised Type 2 Certificate for 2015/16 was issued by NHS Pensions end of January 2017. This only impacts a small number of salaried and type 2 GPs who during the financial year 2015/16, transitioned to the 2015 pension scheme and after transitioning to the 2015 Scheme, had break in service of one month or more, or left the Pension Scheme before 31/03/2016.

If this applies to you, and the existing Type 2 form has been submitted, you may need to download the revised form and resubmit. NHS Pensions will issue a newsletter with further details.

3. Update for all practitioners

Sending pension contributions to PCSE by post

Practitioners should send their cheques and supporting forms for pension contributions to: **Primary Care Support England, PO Box 350, Darlington, DL1 9QN.**

If your preferred method for making pension contributions is via BACS payments, you can continue to do this using the current details you have. Updated national guidance for locums making BACS payments will be issued by NHS England shortly. In the meantime, please can we ask that you write the payment reference details on the completed paperwork (Locum form) and return the paper work to the Darlington address above, to enable easier reconciliation.

4. Update for GP practices

NHS Pensions - Estimate of GP (and non-GP) Providers NHS Pensionable Profits/Pay: 2017/18

The Estimate of GP (and non-GP) Providers NHS Pensionable Profits/Pay: 2017/18 form is available from the NHS Pensions website: www.nhsbsa.nhs.uk/4092.aspx.

We would encourage practices to submit your estimate as soon as possible to ensure it is processed in time for the Financial Year end. **The deadline for submitting completed forms to PCSE is 1 March 2017.**

Forms can be sent electronically to pcse.enquiries@nhs.net, please put 'Estimate submission' in the email subject line, or by post to: Primary Care Support England, PO Box 350, Darlington, DL1 9QN.

Once PCSE receives the estimate for the year, we will begin deducting pension contributions from your practice payment at the tier rate stipulated on the form. NHS Pensions advises that practices that miss the submission deadline will automatically be set to the highest tier rate for pension contributions.

5. Update for GP practices

Maternity leave and adjustments to practice pension contributions

Practices should confirm maternity leave dates for GPs working in their practice as soon as possible. Please email PCSE at pcse.enquiries@nhs.net and put 'Maternity Leave' in the subject line. In the body of the email, please confirm the start and end date of the maternity leave, and the rate that pension contributions should be deducted during this period. PCSE can then arrange the necessary adjustments to the pension contributions from your practice in good time.

We hope you find this update helpful. If you have any questions, please contact us at:

Phone: 0333 014 2884

Email: PCSE.enquiries@nhs.net (putting the subject you are contacting us about in the email subject line)

Best wishes

Primary Care Support England