

HSC Pension Scheme – GP Locum’s Certificate of GMS HSC workand pay for one HSC GP Practice/

Board GENERAL GUIDANCE

GP Locum: To claim HSC Pension Scheme membership for GP Locum GMS HSC work, please complete Part 1 of this form and send with the monthly invoice to the relevant HSC Pension Scheme Employing Authority (i.e. a GP Practice or HSC Board). A separate form is required for each payment.

- Only directly contracted HSC GP Locum work maybe entered on this form
- Long term fee based GP work is not regarded as GP Locum work by HSC Pensions
- A GP Locum who sets themselves up as a limited company (or similar) cannot be pensionable in the HSC Pension Scheme
- A GP Provider cannot pension income as a GP Locum in their own Practice
- This form must not be used to record OOHs or CCG work, please use form SOLO
- Tiered employee contributions are based on TOTAL 2019/20 GP pensionable income. You must pay any arrears to the Business Services Organisation.

Part 1 – TO BE COMPLETED BY THE GP LOCUM

Your Name

National Insurance No

BSO Registration No If supplied

Please enter below the dates you worked for the Employing Authority

From / / to / / From / / to / / From / / to / /

From / / to / / From / / to / / From / / to / /

Signature

Date

I claim HSC Pension Scheme membership for the HSC work I undertook, named in Part 2 below as an individual, not as a limited company.

Part 2 – TO BE COMPLETED BY THE EMPLOYING AUTHORITY (EA) AUTHORISED SIGNATORY (e.g. Practice Manager, Payroll Manager, HSC Board Finance Manager). The same person cannot sign Parts 1 and 2.

GP Locum’s Gross pay for the HSC work shown in Part 1 above.

Which GP(s) was this work done for?
Name(s)

Employing Authority Code

Employing Authority Stamp

Declaration
I certify that this EA has paid the GP Locum the gross amount shown for the HSC work declared in Part1.
Signature

Date of Payment

COMPLETION NOTES FOR FORM GP LOCUM A (NI)

This form is a certificate of GP Locum HSC work. HSC GP Locums will need it to support a claim to the Business Services Organisation (formerly the Central Services Agency) for membership of the HSC Pension Scheme. **It must not be used to record OOH's work for an OOH provider.**

Part 1 – Note for GP Locums

To claim HSC Scheme membership for HSC GP Locum HSC work, please complete Part 1 of form GP Locum A(NI) and send it with your monthly invoice to the GP Practice of HSC Board. If you are invoicing a GP Practice or HSC Board for more than one separate period of work in the month, show all of them on the form. You do not need a separate form for each short session or period within the same month provided they are covered by the same invoice payment. If you do HSC GP Locum work for more than one GP Practice or HSC Board, you will need to send a separate form GP Locum A (NI) with your invoices to each GP Practice of HSC Board each month. **If you have undertaken non GMS work you must not use this form.**

Dates you work

If you work every day of the month you are invoicing, please enter the first and last day of the calendar month, e.g. from 01.05.2018 to 31.05.2018. If your work finishes soon after the end of the month and you are invoicing for the whole period, you can enter, e.g. from 28.07.2018 to 01.08.2018. If there are breaks between your periods of work (**except weekends and bank holidays in an otherwise continuous period of work**) you must enter each separate period in the month e.g. from 07.07.2018 to 11.07.2018 and from 14.07.2018 to 18.07.2018. If you work for one day enter e.g. from 09.07.2018 to 09.07.2018.

Important If you do both HSC and private GP Locum work you can only claim HSC Pension Scheme membership for the dates you did HSC work.

Please keep a copy of this form for your records. The 'GP Locum own use' box at the top is for you to enter a number or identification for your own records to keep track of copies if you wish.

Part 2 - Notes for Employing Authority Authorised Signatories

When you employ a qualified GP Locum they can claim HSC Pension Scheme membership if their work for you is HSC work to cover the absence of one or more of your practice GPs or Assistant GPs, or if they are providing additional cover on an Ad Hoc basis.

A GP who works for a Practice on a long term fee based arrangement (i.e. 6 months or more) is an Assistant Practitioner not a GP Locum. The Practice must pay the 16.3% employer contributions.

A GP Provider (i.e. partner, single-trader) cannot pension income as a GP Locum in their own Practice.

If your GP Locum wants to lodge a claim for HSC Pension Scheme membership they will need to ask you to certify the dates and gross pay for their HSC work and Part 2 of form GP Locum A (NI). This can be at the end of the work or the calendar month when they invoice you for payment. If their HSC GP Locum work for you finishes shortly after the end of a month and their invoice covers the whole period they can ask for a form GP Locum A (NI) to cover the whole period of pay.

Important – If your GP Locum does HSC **and** private work you can **ONLY** certify dates and gross pay for the HSC work.

You must sign and date the declaration in Part 2 of the form and insert your GP Practice/Employing Authority code and stamp to validate the form. Please return the completed form to the GP Locum with your payment.

Please pay HSC GP Locums and provide forms GP Locum A(NI) within at the most one month of receiving their invoice so that they can calculate their HSC Pension Scheme contributions and forward them to the BSO promptly as any delay may result in the GP Locums not being able to superannuate their earnings.

The address is:
HSC Pension Service
Locum Administration
Waterside House
Londonderry
BT47 6FP

DECLARATION: The declaration in Part 2 of form GP Locum A(NI) was designed with the cooperation and at the recommendation of the BMA

If you need any help completing this form please contact HSC Pension Service on 02871 319111 Option 3.