



## **POSITION STATEMENT 27 February 2017**

You will be aware that the deadline for submission of the Annual Certificate of Pensionable Profit is tomorrow 28<sup>th</sup> February 2017. There was an issue last week with the PCSE mailbox returning these as the mailbox was full. This issue has now been resolved but if you have problems today submitting the forms electronically please let us know so we can pass on to the GPC who are monitoring the situation. You are also advised to keep a copy of the “box full” message to evidence that you have attempted to submit the forms by the deadline.

The details of the submission process are reproduced below for your reference.

**David Gibbs**  
**Head of Business Support**  
**Derby and Derbyshire Local Medical Committee**

### **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

For further information, or to arrange an interview, please contact:  
Dr Susie Bayley, Head of Communications, Derby and Derbyshire LMC

 01332 210 0008  [office@derbyshirelmc.nhs.uk](mailto:office@derbyshirelmc.nhs.uk)





## 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](http://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](mailto: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](mailto: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](mailto: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.

For further information, or to arrange an interview, please contact:  
Dr Susie Bayley, Head of Communications, Derby and Derbyshire LMC



01332 210 0008



[office@derbyshirelmc.nhs.uk](mailto:office@derbyshirelmc.nhs.uk)





1. Download the certificate form from [www.nhsbsa.nhs.uk/pensions](http://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](mailto:pcse.enquiries@nhs.net) and put 'Annual Certificate' in the email subject line.

## 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.aspx](http://www.nhsbsa.nhs.uk/4092.aspx). 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](mailto: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.

For further information, or to arrange an interview, please contact:  
Dr Susie Bayley, Head of Communications, Derby and Derbyshire LMC



### 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 by using the current payment 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](http://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](mailto: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.

For further information, or to arrange an interview, please contact:  
Dr Susie Bayley, Head of Communications, Derby and Derbyshire LMC



01332 210 0008



[office@derbyshirelmc.nhs.uk](mailto:office@derbyshirelmc.nhs.uk)





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

Best wishes

Primary Care Support England

For further information, or to arrange an interview, please contact:  
Dr Susie Bayley, Head of Communications, Derby and Derbyshire LMC



01332 210 0008



[office@derbyshirelmc.nhs.uk](mailto:office@derbyshirelmc.nhs.uk)

