

Important information relating to your payments and pensions administration

March 2017

Dear colleague,

This update has been emailed to the main contact we hold at your practice only. Please can you share with your colleagues in your practice, including GPs and Locums, as it includes important updates on payments and pensions.

In this update, you will find information on:

- Administering performers list change requests
- Pension adjustments and practice payment reconciliations
- Annual Certificate of Pensionable Income and Type-2 Self-Assessments
- Contacting PCSE regarding payments and pensions queries

Administering performers list requests

Working with NHS England, Primary Care Support England (PCSE) continues to process any outstanding performer list change requests including changes to status, home address or practice. Priority is being given to processing NPL2/3 requests that have an impact on payments.

If you are, or have been contacted to provide additional information in support of your request, we would be grateful if you can provide this in order to ensure the application can be processed as quickly as possible.

We will verify that your performer list change has been processed.

Pension adjustments and practice payment reconciliations

As performers list changes are processed, the payments team are completing any required pension adjustments and associated practice payment reconciliations relating to the change.

As this work will continue past the financial year end, NHS England has agreed with the Pensions Agency that individual members' pension contributions **will not** be impacted by any delay in the processing of pension contributions. Contributions will be corrected in the first quarter of the new financial year, and the benefit will relate to the appropriate year to which the contribution applies.

Practitioners do not need to do anything in relation to this.

PCSE will email practices individually to confirm that their performers list change has been processed, and provide details on any pensions adjustment and associated practice payment reconciliation that has been made relating to the change.

If you have any queries, please email at: pcse.enquiries@nhs.net and put 'Pension Adjustment' and your practice code in the email subject line.

Annual Certificate of Pensionable Income and Type-2 Self-Assessments

Important update for GP Partners, salaried and type-2 GPs

The deadline for submitting annual certificates and type-2 self-assessment forms was 28 February 2017. Certificates and forms are currently being reviewed and processed.

The standard process is for any adjustments to be made in respect of outstanding contributions in conjunction with the GMS/PMS/APMS contractual payment to the contractor in March. If this adjustment has not occurred, then the GP may make an interim payment on account to be included in the current tax year allowance.

Action required by GP partners:

If you submitted your certificate to PCSE by the deadline (28 February 2017) and no recovery has been made against your monthly contractual payment in March, then the process for making an interim payment is as follows:

- The outstanding amount covering employees/employers/AVC's should be paid to NHS England by electronic transfer by **31st March 2017**.
- NHS England's payment details are:
 - o Bank Account Name: NHS England
 - o Bank Name: Natwest
 - o Sort Code: 60-70-80
 - o Account Number: 10014896
- The reference to be quoted is your practice code and year end 2016 e.g. A12345YEND2016.
- A breakdown of contributions (employers/employees/AVC's) should be sent to PCSE.enquiries@nhs.net with 'Annual Certificate' and the members SD Pension scheme number in the email subject line
 - o e.g. 'Annual Certificate Year End SD12345678'

Interim payments will be validated in quarter one and contributions will have been made in the tax year 2016 17.

Additional information for regular Locum/Solo payments

Please refer to the guidance on the [PCSE website](#) on how to make your payment using the correct reference.

Contacting PCSE with payments and pensions queries

For all payments and pensions queries, please email us at: PCSE.enquiries@nhs.net
Please indicate in the email subject line what your query relates to, to help us direct your query as efficiently as possible e.g.

- Estimate
- Annual Certificate
- Pension Adjustment
- Solo
- Locum
- Type 2
- Seniority

Best wishes

Primary Care Support England