

## NHS Pension Scheme: Claim for 'GP Solo' work from 01 April 2024 to 31 March 2025.

This form must be completed when a GP provider or surgery based salaried GP performs fee based self-employed ad-hoc work, for example out of hours (OOHs), integrated care board (ICB), (previously known as clinical commissioning group (CCG)), or GP appraisal work. Please read the guidance notes before completing the form.

### England

- Providers of OOHs or extended access primary care services in England (including GP Federations) who are NHS Pensions Scheme employing authorities need to submit a monthly solo spreadsheet to PCSE for all GP Pension Scheme members who work for them under a self-employed (or employed) arrangement.
- The easiest way to submit solo spreadsheets is via PCSE Online. Guidance for providers can be found at <https://pcse.england.nhs.uk/organisations/ooh-extended-access-providers/>
- OOH providers should submit pension contributions to the Integrated Care Board (ICB) who commissioned their service. The bank account details can be obtained from the ICB.
- ICBs who have GPs working under a contract for service need to upload a monthly solo spreadsheet to PCSE Online. Guidance for ICBs can be found at <https://pcse.england.nhs.uk/services/gp-payments/commissioners/uploading-solo-pension-contributions/>. ICBs must make payments direct to NHS Pensions using the RFT1 process.
- In addition to the completion and submission of the monthly spreadsheet by providers and ICBs, it is still a requirement for GPs to submit an annual GP solo form to declare their annual solo income.
- In England, the employer (for example, the OOHs provider or ICB) must submit this form online at [www.pcse.england.nhs.uk/contact-us](http://www.pcse.england.nhs.uk/contact-us)

### Wales

- In Wales, the employer must send this form and the correct contributions to the Local Health Board (LHB) each month.

### England and Wales

- Do not use the solo process if the service level agreement is with a surgery and the payment is made directly to the surgery (pooled) rather than to an individual GP. The

14.38% employer contribution and administration levy paid by the employer must be included in the payment.

- The employer contribution rate is 14.3% of pensionable pay plus the scheme administration levy of 0.08%. The total for employers to pay in 2024/25 is therefore 14.38%.

**Part 1: To be completed by an authorised signatory (for example, payroll manager) of the employer**

Member name

National Insurance number

NHS Pension Scheme membership (SD) number

EA code:

Please enter the dates the payment below relates to:

From  /  /  to  /

Pay <b>excluding</b> NHS Pension Scheme employer 14.38% contributions	£ <input type="text"/>	A
Professional NHS expenses. Enter NIL if no expenses incurred.	£ <input type="text"/>	B
GP's NHS pensionable pay (A - B)	£ <input type="text"/>	C
NHS Pension Scheme tiered employee contribution rate ( 5.2%, 6.5%, 8.3%, 9.8%, 10.7%, 12.5% of Box C)	<input type="text"/> %	D
Employee contribution amount (C x D)	£ <input type="text"/>	E
Additional contributions for added years	£ <input type="text"/>	F
Additional contributions for additional pension	£ <input type="text"/>	F
Additional contributions for NHS money purchase additional voluntary contributions (AVC) scheme	£ <input type="text"/>	F
Additional contributions for early retirement reduction buy out (ERRBO)	£ <input type="text"/>	G
Total employee contributions (E + F + G)	£ <input type="text"/>	H
Total paid to member after deducting all employee contributions (C - H)	£ <input type="text"/>	I
NHS Pension Scheme employer contributions plus administration levy (14.38% of Box C)	£ <input type="text"/>	J
Total NHS Pension Scheme contributions (H + J)	£ <input type="text"/>	K

**Declaration:** I certify that this NHS Pension Scheme employing authority paid the GP the amount shown in Box A. The pensionable pay is as stated in Box C and employee contributions have been deducted at the correct tiered rate taking into account the GP's global pensionable income.

I have paid the amount shown in Box K to NHS England or NHS Pensions or the LHB by electronic transfer or by other means. Please read the guidance notes before making the payment.

Signature / Name:

Name of NHS Pension Scheme employing authority (in BLOCK CAPITALS)

Date:

		/			/				
--	--	---	--	--	---	--	--	--	--

## Part 2: To be completed by the GP

I am a qualified GP eligible to join the NHS Pension Scheme and my pensionable pay is as stated above. I have paid employee contributions at the correct tiered rate taking account of all of my GP NHS pensionable income. I understand that if I have not provided my contribution rate the 12.5% rate will be applied. I declare that all the information on this form is correct and that I have not undertaken this work under a commercial arrangement such as trading as a limited company.

Name

Signature

Date

		/			/				
--	--	---	--	--	---	--	--	--	--

## How we use your information

The NHS Business Services Authority (NHSBSA) will use the information provided for administering your NHS Pension Scheme membership and processing payment of your NHS pension benefits. We may share your information to administer and pay your NHS pension, enable us to prevent and detect fraud and mistakes, for debt collection purposes, as required by law. For more information about who we share your information with and how long we keep your personal data and your rights, please visit our website at [www.nhsbsa.nhs.uk/yourinformation](http://www.nhsbsa.nhs.uk/yourinformation).