

NHS Pension Scheme - GP Locum's certificate of GMS or PMS NHS work and pay for one NHS GP Practice, PCT or LHB

GENERAL GUIDANCE

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

Only NHS GP Locum services contracted directly between a GP Locum and a NHS Pension Scheme Employing Authority for an absent GP(s) may be entered on this form. GP Locum work contracted with organisations that are not NHS Pension Scheme Employing Authorities cannot be pensionable in the NHS Scheme. **Do NOT use this form to record GP Locum OOHs work undertaken for a OOH Provider (i.e. GP Co-op)**

Part1. To be completed by the GP Locum

Your name

National Insurance number

Host PCT / LHB

Host PCT/LHB Registration No.If supplied

Please enter below the dates you worked for the Employing Authority.

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

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

Signature

Date

I claim NHS Scheme membership for the NHS work I undertook, which is named in Part 2 below.

Part 2 To be completed by the Employing Authority (EA) Authorised Signatory

(eg. practice manager, PCT, payroll manager) **The same person cannot sign Parts 1 & 2.**

GP Locum's gross pay for the NHS work shown in Part 1 above. £

Which GP(s) was this work done for?

Name(s)

EA code

EA stamp

Declaration

I certify that this EA has paid the GP Locum the gross amount shown for the NHS work declared in Part 1.

Signature

Date of payment

Completion notes for form GP Locum A

This form is a certificate of GMS / PMS GP Locum NHS work. NHS GP Locums will need it to support a claim to their host Primary Care Trust (PCT), Local Health Board (LHB) for membership of the NHS Pension Scheme. **It must not be used to record OOHs work for an OOH Provider.**

PART 1 **Notes for GP Locums**

To claim NHS Pension Scheme membership for GP Locum NHS work, please complete Part 1 of form GP Locum A and send it with your monthly invoice. If you are invoicing the Practice, PCT or LHB 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 GP Locum NHS work for more than one Practice, PCT or LHB, you will need to send a separate form GP Locum A with your invoices to each Practice, PCT or LHB, each month. If you have undertaken non GMS / PMS services 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. eg. from 1.3.2005 to 31.3.2005. If your work finishes soon after the end of the month and you are invoicing for the whole period, you can enter, eg. from 17.3.2005 to 2.4.2005. 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 eg. from 1.3.2005 to 14.3.2005 and from 20.3.2005 to 23.3.2005. If you work for one day enter eg. from 1.3.2005 to 1.3.2005.

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

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

PART 2 **Notes for GP Practice, PCT and LHB authorised signatories**

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

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

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

You must sign and date the declaration in Part 2 of the form and insert your NHS Pensions Agency EA code and stamp to validate the form. Please return the completed form to the GP Locum with your payment.

Please pay NHS GP Locums and provide forms GP Locum A within at the most one month of receiving their invoice so that they can calculate their NHS Pension Scheme contributions and forward them to their host PCT / LHB promptly.

DECLARATION

The declaration in Part 2 of form GP Locum A was originally designed with the cooperation and at the recommendation of the BMA.

If you need any help completing this form please refer to the NHS Pensions Agency website at www.nhspa.gov.uk

Please keep a copy of this form for your records.