

NHS Pension Scheme: GP SOLO form guidance from April 2020

Instructions

These instructions apply to NHS organisations who engage a GP on a self employed/fee based/contract for services arrangement.

- The employer contribution rate is 14.3% of the GP's pensionable pay plus a scheme administration levy of 0.08% of the pay. Therefore the employer must pay a total of 14.38% of the GP's pensionable pay in employer contributions.
- Part 1 of the SOLO form must be completed by the commissioner/Provider before the GP completes Part 2.
- If the GP chooses to share i.e. pool their 'ad-hoc' income the SOLO form must not be used. Instead each GP should include their share of the income on their Annual Certificate of Pensionable Profits.
- The completed SOLO form must be sent to PCSE (England) or the LHB (Wales).
- The GP SOLO form may be completed every month or annually. Where an annual SOLO form is preferred NHS Pension Scheme contributions must still be paid every month. Further guidance regarding this process in England can be located on PCSE's website.
- If the GP has a UPR (Unique Payment Reference) number it must be entered in Part 1 of the SOLO form.
- Only direct payments made to individual GPs for NHS work must be entered on this form.
- If the GP trades as a limited company the income is not pensionable.
- All parties should keep a copy of this form for accounting purposes.
- If a GP is employed under a contract of employment by Trust/Foundation Trust to perform OOHs they are an 'Officer' member of the NHSPS; the SOLO form must not be used.
- Where a GP is employed under a contract of employment by an LHB (Wales) the GP is a type 2 Practitioner in NHSPS terms, not an Officer. The GP SOLO form is required.
- CCGs must not create a pensionable post when they put a self employed GP onto the payroll to satisfy HMRC's 'office holder/IR35' rule; the SOLO form must still be used.
- A GP who performs fee based work for an Independent Provider or Direction Body cannot pension this work.
- Any payments made to GPs by Local Authorities under a contract for services (i.e. fee based) in respect of collaborative services, section 75 work, and local enhanced services are pensionable. Any fee based payments made to GPs by Trusts in respect of commissioned services must also be declared on the SOLO form.

Part 1 - Guidance notes

Unique Payment Reference (UPR) number

When submitting the monthly payment the UPR number (if known) must be used. It is comprised of:

- EA code .i.e. W123
- SOL – identifies SOLO payments
- Month: first 3 characters of the month the work was carried out
- Year: 2 characters

Example: W123SOLAPR20

This reference indicates that you are sending the payment on behalf of organisation W123 and you are submitting SOLO contributions for April 2020

England Only - We are aware that some CCGs are not able to amend their payment reference details. In this instance, the Unique Payment Reference to be included in the corresponding GP SOLO form or monthly Excel file, should be the unique payment reference associated with the corresponding payment that will be visible to the recipient of the payment (e.g. NHS England).

Box A: Pay

Please enter the pay figure excluding the 14.38% employer contribution.

Box B: Expenses

Please enter any professional expenses in respect of the pay recorded in Box A. Enter NIL if no expenses incurred.

Box C: Pensionable pay

Pensionable pay includes NHS Pension Scheme employee contributions but must exclude expenses, employer contributions and the employer levy.

Box D: NHS Pension Scheme employee contribution rate

Please select and enter the correct tiered employee contribution rate.

Where the GP is a 1995 or 2008 Section member the rate must be based on their global NHS pensionable income; e.g. surgery + fee based OOHs + fee based CCG.

Where the GP is a 2015 Scheme member the rate is based on their global and annualised income. For example, a 2015 Scheme GP Provider or salaried GP commences their first GP pensionable post on 1 June 2020 and remains in post until 31 March 2021 (304 days). During this period they also perform SOLO work; e.g. self-employed OOHs, CCG or GP appraisal work. Their total 2020/21 GP pensionable income is £70,000.00; surgery income of £60,000.00 plus SOLO income of £10,000.00. Their annualised income is £84,046.05 (£70,000.00 ÷ 304 days x 365 days) therefore the tiered rate is 13.5%. More detailed information can be found in the GP Pension Guide located in the Practitioner webpage on NHS Pensions website.

All employee and employer contributions must be collected and paid over no later than the 7th day of the month following the date of payment of the relevant income. This is essential so that NHSE/PCSE or the LHB has enough time to pay over contributions to NHS Pensions within the regulatory timescales. Payment of contributions must still be paid by the 7th day even if the GP SOLO form is completed on an annual basis.

	2020/21 Total or annualised GP pensionable income	2020/21 contribution rate
1	Up to £15,431.99	5%
2	£15,432.00 to £21,477.99	5.6%
3	£21,478.00 to £26,823.99	7.1%
4	£26,824.00 to £47,845.99	9.3%
5	£47,846.00 to £70,630.99	12.5%
6	£70,631.00 to £111,376.99	13.5%
7	£111,377.00 and over	14.5%

Box E: Employee contribution amount

Please enter the amount of employee contributions paid. This is based on the pensionable pay in Box C and the tiered contribution rate selected in Box D. (Box C x % in Box D)

Boxes F: Additional contributions for Added Years, Additional Pension, or NHS Money Purchase AVC Scheme

If the GP is buying Added Years, Additional Pension or contributing to the NHS Money Purchase AVC Scheme with Prudential, Standard Life or Equitable Life, please enter the amounts in the relevant boxes. Contributions that a GP has chosen to pay to any other (non-NHS) pension arrangement must not be included.

Added Years

If a GP is buying Added Years they must also pay additional contributions in respect of the SOLO income. The Added Years contributions must be entered in the relevant Box F.

NHS Pension Scheme membership accruing from 1 April 2008 is no longer subject to the pensionable earnings cap. However GPs who were subject to the cap in respect of some or all of their membership before that date, who are buying Added Years under a contract starting before 1 April 2008, will have the additional contributions only assessed by reference to a notional earnings cap. Where it is relevant the notional cap must be applied even when actual NHS income did not exceed the cap before 1 April 2008.

GPs affected by the notional cap are, in general, those who joined the NHS Pension Scheme for the first time on or after the 1 June 1989, or who joined before then but have had a break in Scheme membership of 12 months or more that ended on or after that date. Added years contracts that started on or after the 1 April 2008 are not subject to a cap.

The Added Years earnings cap is:

Year 2008/09 £117,600.00
Year 2009/10 £123,600.00
Year 2010/11 £123,600.00
Year 2011/12 £129,600.00
Year 2012/13 £137,400.00
Year 2013/14 £141,000.00
Year 2014/15 £145,800.00
Year 2015/16 £149,400.00
Year 2016/17 £150,600.00
Year 2017/18 £154,200.00
Year 2018/19 £160,800.00
Year 2019/20 £166,200.00
Year 2020/21 £170,400.00

Additional Pension

Contributions in respect of Additional Pension (AP) are not subject to an earnings cap. AP contributions are paid as a set monetary value through one job. They are not payable as a percentage of pensionable income in each job held. If your work is infrequent and your income fluctuates it may be practical to buy the AP in a 'one off' payment.

If the GP has elected to purchase AP it is likely that the purchase was made through their main GP surgery work and the contributions recorded on their Annual Certificate of Pensionable Profits or self assessment form.

NHS AVC Scheme with Prudential, Standard Life and Equitable Life

If the GP is already a NHS Pension Scheme member and paying an extra percentage of their pay to the NHS AVC Scheme with Prudential, Standard Life or Equitable Life they can also pay the extra percentage of the pay in Box C. If the GP is not already paying contributions to the NHS AVC Scheme they must apply direct to Prudential or Standard Life. Equitable Life will not accept new applications.

Box G: Additional contributions for Early Retirement Reduction Buy Out (ERRBO)

If a GP is buying ERRBO they must also pay the additional contributions on all their pensionable NHS income, including SOLO income. The ERRBO contributions must be entered in Box G.

Where an ERRBO agreement has been completed during 2020/21, ERRBO contributions must be paid to the end date of the contract, calculated as the relevant proportion of the income in the year.

If a GP has terminated or suspended their ERRBO agreement during 2020/21 any ERRBO contributions paid from 1 April 2020 should have been returned. If this applies enter zero in box G.

Box H: Total employee contributions

The amount in this box should be the total of Boxes E, F and G

Box I: Total paid to member

This is the final amount paid to the member after deduction of employee contributions and any additional contributions; e.g. C minus H

Box J: Employer contributions

Enter the amount of the employer contributions + administration levy i.e. 14.38% of Box C

Box K: NHS Pension Scheme contributions

This is the total of the employee and employer contributions Box H + J

The declaration

The declaration should be signed by an authorised signatory of the commissioner.

- Enter your EA code (page 1)
- Enter the details of your Employing Authority either in block capitals or using a company stamp
- Enter the date

Once you have fully completed Part 1 and the GP has completed Part 2, please send the form and payment of the employee and employer contributions recorded in Box K.

Important information regarding payments

BACS and email submissions

England

This form can either be submitted online at www.pcse.england.nhs.uk/contact-us or sent by post to **Primary Care Support England, PO Box 350, Darlington, DL1 9QN.**

The bank account details you require can be obtained by calling PCSE on 0333 014 2884.

When submitting the SOLO form from an @nhs.net account the commissioner / provider is not required to provide a wet signature at Part 1 however, the GP must always sign at Part 2. If the form is submitted from any other e-mail account both the commissioner / provider and the GP must sign the form.

Wales

This form must be submitted to the LHB / Primary Care Services. Any queries can be sent to primarycareservices@wales.nhs.uk

One payment covering several GP's with the same host Employing Authority (PCSE/LHB) may be acceptable, subject to their agreement. Please refer to PCSE or the LHB for further details.

Part 2 - Guidance notes

To be completed by the GP.

Please review the information completed at Part 1. If all entries are correct please sign, print your name and date the form. If you have any questions about the entries in Part 1 please contact the Employing Authority who commissioned you to do the work

Return the completed form as soon as possible to the employer named in Part 1.

For more detailed information please refer to the new GP Pension Guide located in the Practitioner webpage on NHS Pension website. Here is the link;

<https://www.nhsbsa.nhs.uk/sites/default/files/2019-10/GP%20Member%20Pension%20Guide-20191007-%28V2%29%20.pdf>