



# Business Services Authority

## NHS Pensions - GP locum Form B 1 April 2023 to 31 March 2024

GP locum own use only

GP locum's monthly record of general medical services (GMS) / personal medical services (PMS) / alternative provider of medical services (APMS) / appraisal pay and pension contributions – 1 April 2023 to 31 March 2024.

**NHS Pensions Regulations state you cannot pension a period of freelance GP locum work that ended more than 10 weeks ago. Any forms received after 10 weeks cannot be pensionable so will be rejected, regardless of when the fee for the work is paid to you.**

**As a freelance GP locum, you must pay both your employee and employer contributions to NHS England / Primary Care Support England (PCSE), or the Local Health Board (LHB), no later than the seventh day of the following month.**

### England

If you work in England the quickest and easiest way to submit Forms A and B is to use PCSE Online. The online system calculates your contributions automatically based on the income and tier rate you enter and provides you with a clear record of all forms you have submitted. The Unique Payment Reference (UPR) you need to include on the payment you make to NHS England is displayed on PCSE Online when you submit your Form B. Guidance on how to complete your locum forms on PCSE Online can be found at <https://pcse.england.nhs.uk/services/gp-pensions/gp-locums/>

### Wales

If you work in Wales, you must submit this form (plus Forms A and all contributions) to your LHB. Refer to 'Submitting forms and making payments' below for more information.

All locum form B's and contributions must be submitted within seven days of the month end following receipt of payment. For example, you should complete and send your June Form B (showing all the NHS GP locum income you receive from 1 June to 30 June regardless of when the work was done), and your contributions before 7 July. As you are required to forward the 14.38% employer contributions/administration levy you must ensure that these were given to you.

**Personal details** Unique payment reference 
 

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Surname:	Other names:	Date of birth:
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NI number:	PCSE / LHB employing authority (EA) Code:	Host LHB Ref no. (Wales only):

GMC Number:

Home address:

Email address:

Month and year that this form refers to: Month  Year

**Part 1**

Tick one box (see overleaf for guidance)

Tiered contribution rate from 01 April 2023

5.1%  5.7%  6.1%  6.8%  7.7%  8.8%  9.8%  10%  11.6%  12.5%  13.5%

Employing authority (EA) code	Name of surgery/practice, or NHS England/LHB if appraisal work	First day worked for this payment	Last day worked for this payment	** Date pay received	Pensionable pay (Box 2 of GP locum Form A)		Employer contributions (Box 3 of GP locum Form A)	
					£	p	£	p

**\*\* 'Date pay received' is required to ensure monies are received within the 10-week window as per NHS Pensions Regulations. Your NHS pension membership will reflect the actual dates your work was undertaken.**

**Part 2**

	Pensionable pay (Box 2 of GP locum Form A)		
	£	p	
Total pensionable pay that is, the total of the amounts entered in box 2 of form A			a
Employee contributions (a x 5.1%, 5.7%, 6.1%, 6.8%, 7.7%, 8.8%, 9.8%, 10%, 11.6%, 12.5%, 13.5%)			b
Total of any NHS Pension Scheme added years contributions (a x %)			c
Total of any NHS Pension Scheme extra money purchase additional voluntary contributions (MPAVCs). A % or agreed sum			d
Total of any NHS Pension Scheme additional pension contributions			e
Total of any NHS Pension Scheme early retirement reduction buy out (ERRBO) contributions. A fixed ERRBO %			f
Grand total of NHS Pension Scheme employee contributions (b+c+d+e+f)			g
Grand total of NHS Pension Scheme employer (14.38%) contributions, which is amounts shown in box 3 of Form A	£	p	h
Grand total of employee and employer contributions (g+h)	£	p	i
Cumulative (month by month) freelance GP locum pensionable income	£	p	j

**For NHSE/PCSE/LHB use only**

**Total Contributions:**    Employee (g)    £     Employer (h)    £

**Tiered contribution rules and rates from 1 April 2023** Freelance GP locum pensionable income is 90% of the fee excluding the employer contribution element.

Your tiered employee contribution rate will be provisional and must be reviewed during the year based on your cumulative GP pensionable income. In box 'j' of 'Part 2' you must declare your cumulative ('month by month') freelance GP locum pensionable income during year 2023/24 to assist with declaring your correct tiered rate. For example, if your pensionable income in June 2023 is £3,000.00 you enter £3,000.00 in box 'j' on your June 2023 form B. If your pensionable income in July 2023 is £4,000.00 you enter £7,000.00 in box 'j' on your July 2023 form B.

**Table 1: Member contribution rates from 1 April 2023. This table includes increases to the thresholds in line with AFC pay deal for England.**

Annualised pensionable income	Contribution rate
£0 to £13,246	5.1%
£13,247 to £17,673	5.7%
£17,674 to £24,022	6.1%
£24,023 to £25,146	6.8%
£25,147 to £29,635	7.7%
£29,636 to £30,638	8.8%
£30,639 to £45,996	9.8%
£45,997 to £51,708	10%
£51,709 to £58,972	11.6%
£58,973 to £75,632	12.5%
£75,633 and above	13.5%

The Department of Health and Social Care phased in the first stage of changes to the member contribution rates and tiers on the 1 October 2022. The second stage is planned for 2024, but no confirmed date is currently known at the time of this form being published.

**Table 2: Future planned contribution rates expected in 2024 this date is yet to be confirmed.**

Annualised pensionable income	Contribution rate
£0 to £13,246	5.2%
£13,247 to £17,673	6.5%
£17,674 to £24,022	6.5%
£24,023 to £25,146	6.5%
£25,147 to £29,635	8.3%
£29,636 to £30,638	8.3%
£30,639 to £45,996	9.8%
£45,997 to £51,708	10.7%
£51,709 to £58,972	10.7%
£58,973 to £75,632	12.5%
£75,633 and above	12.5%

As all members are in the 2015 Scheme from 1 April 2022, all freelance locum GPs must 'annualise' their income at year-end to set your final tiered rate. The rate must take account of other GP income such as if you are also a salaried GP.

If the provisional tiered rate is incorrect and you underpaid employee contributions, you must pay the arrears immediately directly to NHS England/PCSE or the LHB if in Wales. If you overpaid contributions, you should claim a reimbursement. If you relocated during the year, you must contact the relevant bodies.

There is further guidance in the GP Pension Guide located on the practitioner webpage of the 'Member Hub' of the NHS Pensions website. There is also an annualising calculator.

The annualising formula is:

Total GP pensionable income in 2023/24 ÷ pensionable days of service in 2023/24 x 365 days

Example 1: Dr B is solely a freelance GP locum. She performs irregular pensionable freelance GP locum work between 1 April 2023 and 31 March 2024. That is, she does not work every day of the year resulting in pensionable service of 60 days,

Dr B's annualised pay for the year is the total GP income of £30,000.00 ÷ 60 days pensionable service x 365 days = £182,500.00.

Based on the annualised pay the tiered contribution rate is 13.5% from 1 April 2023 to 31 March 2024 Dr B pays £4,050.00 (£30,000.00 x 13.5%) in tiered contributions.

Example 2: Dr C has a pensionable part-time salaried GP post and performs irregular freelance GP locum work in 2023/24, which she has chosen to pension. The salaried GP post is continuous throughout 2023/24 (no breaks) with a salary of £50,000.00. Pensionable income from the irregular freelance GP locum work is £20,000.00.

Dr C's annualised pay for the year is the total GP income of £70,000.00 ÷ 365 days pensionable service x 365 days = £70,000.00

Based on the annualised pay the tiered contribution rate is 12.5% throughout the year. Dr C pays £8,750.00 (£70,000.00 x 12.5%) in contributions.

Example 3: Dr D is a salaried GP also performing irregular freelance GP locum work in 2023/24. The salaried GP pensionable post is continuous (no breaks) with a fixed salary of £85,000.00 during 2023/24. Pensionable income from freelance GP locum work is £20,000.00 between 1 April 2023 and 30 September 2023, and £10,000.00 between 1 October 2023 and 31 March 2024.

Dr D's annualised income is the total GP income of £115,000.00 ÷ 365 days pensionable service x 365 days = £115,000.00.

Based on the annualised pay the tiered contribution rate is 13.5% Dr D pays £15,525.00 tiered contributions (£115,000 x 13.5%)

Example 4: Dr E became a GP provider / type 1 GP on 1 June 2023. The post is continuous (no breaks) resulting in 304 days pensionable service by 31 March 2024. Dr E's pensionable income (profit) from the practice is £70,000.00. Alongside the GP provider post he also performs irregular freelance GP locum during 2023/24. Pensionable income from freelance GP locum work is £30,000.00.

Dr E's annualised income is the total GP income of £100,000.00 ÷ 304 days pensionable service x 365 days = £120,065.00 (rounded down for the purpose of setting the tier).

Based on the annualised pay the tiered contribution rate is 13.5% Dr E pays £13,500.00 tiered contributions (£100,00.00 x 13.5%)

## Completion notes

### Completing 'Personal details'

Your Unique Payment Reference (UPR) must match the UPR on the payment sent to NHS England/PCSE or the LHB. If the Form B does not include the UPR then your pension record may not be credited with this work. Your UPR number consists of:

- Your NHS Pension Scheme (SD) reference number (8 digits)
- LOC (indicates Locum)
- MON (month worked)\*

- YYYY (year)

Example 12345678LOCMAY2023

\*If your Form B contains Form As for work that spans two months, the month in the UPR should be the month of the last date worked. For example,

Form 01/04/2023 – 15/04/2023

Form 03/05/2023 – 08/05/2023

The UPR for Form B would be 12345678LOCMAY2023

Please fill in all the boxes including your email address so that you can be contacted if there is an issue. You are not legally required to provide copies of your invoices however you may occasionally be asked for these for audit purposes.

### **Completing Part 1**

You can only declare work and income where you notified the surgery, NHS England, or LHB in advance that you are going to pension your income.

Please tick one of the boxes stating your tiered employee contribution rate for 2023/24. Take account of any other GP income and refer to the GP Pension Guide located on the practitioner webpage of the NHS Pensions website ([www.nhsbsa.nhs.uk/nhs-pensions](http://www.nhsbsa.nhs.uk/nhs-pensions)) for more guidance. The tiered rate must apply to all your GP income in 2023/24 and may fluctuate depending on your earnings. If, at year end, it is found that the rate was too low you will have to pay arrears based on the correct tiered rate. If the rate was too high, you will be due a refund.

On each line enter the employing authority (EA) code (if known), the surgery or NHS England or LHB, the dates you worked, the date you were paid, your pensionable pay (that is, box 2 on Form A), and the 14.38% employer contribution/ administration levy (for example box 3 on Form A).  
Enclose all Forms A with your Form B when you send it off.

All forms must be submitted within 10 weeks of the work being completed. You cannot pay pension on work performed longer than 10 weeks ago, regardless of when the fee for the work is paid to you.

### **Completing Part 2**

Please take the following steps.

Step 1: Add up your total (monthly) GP locum pensionable pay (excluding NHS Pension Scheme contributions) and enter the amount in box 'a'.

Step 2: Declare your provisional employee contribution rate in box 'b'. (The rate is based on your total GP pensionable income and is subject to annualising as all members are in the 2015 Scheme from 1 April 2022).

Step 3: If you are buying Added Years multiply box a by your Added Years additional fixed percentage rate and enter the amount in box 'c'.

Step 4: If you are buying the NHS Money Purchase additional voluntary contributions (AVC) enter the amount you have contributed in box 'd'.

Step 5: If you are buying the NHS additional pension enter the amount you have contributed in box 'e'.

Step 6: If you are buying NHS early retirement reduction buy out (ERRBO) multiply box 'a' by your ERRBO fixed percentage rate and enter the amount in box 'f'.

Step 7: Add the amounts declared in boxes 'b', 'c', 'd', 'e' and 'f' and enter the total in box 'g'.

Step 8: Enter the total amount of 14.38% employer contribution and administration levy in box 'h'. (These are the amounts entered in box 3 of Part 2 of each Form A).

Step 9: Enter the total amount of employee and employer contributions in box 'i'.

Step 10: Enter your cumulative ('month by month') freelance GP locum pensionable income in box 'j'.

### **Added years**

You must pay the extra (additional) contributions percentage on all your NHS pensionable posts. If you don't know your extra percentage, check with your other employer(s) or NHS Pensions.

### **Additional pension (AP)**

If you are considering this option refer to our website for more information. If your work is infrequent, it may be practical to buy the AP in a 'one off' payment. You should seek independent advice.

### **Early retirement reduction buy out (ERRBO)**

Where an ERRBO agreement exists in 2023/24 it will be necessary to enter the contributions due in box 'f'. Where your agreement has been completed in 2023/24, an apportioned percentage for the days to the end of the contract should be calculated.

### **NHS Pension Scheme money purchase AVCs (MPAVCs)**

If you are already an NHS Pension Scheme member and paying an extra percentage of your pay as money purchase AVCs to one of the NHS approved AVC providers, you can pay the extra percentage from your GP locum NHS work. If you don't know your extra percentage, check with your accountant or the AVC provider.

## **Submitting forms and making payments**

### **England**

If you are a freelance GP locum in England and you are not able to use PCSE Online you should complete this form and submit it at, [www.pcse.england.nhs.uk/contact-us](http://www.pcse.england.nhs.uk/contact-us). You must submit payments to NHS England by BACS. The bank account details you require can be obtained by calling PCSE on 0333 014 2884.

If you owe arrears of contributions during the year or at year-end, you should send payment by BACs. The bank account details you require can be obtained by calling PCSE on 0333 014 2884. You should then inform PCSE that you have paid your arrears via the online form detailing what the arrears were for and the change tier rate at, [www.pcse.england.nhs.uk/contact-us](http://www.pcse.england.nhs.uk/contact-us). If you have overpaid contributions, you should contact PCSE at [www.pcse.england.nhs.uk/contact-us](http://www.pcse.england.nhs.uk/contact-us) explaining what the change in tier rate is and the expected refund including the revised locum forms.

### **Wales**

If you are a freelance GP locum in Wales send your pension forms and contributions to your LHB. Any queries can be sent to [primarycareservices@wales.nhs.uk](mailto:primarycareservices@wales.nhs.uk)

If you owe arrears of contributions during the year or at year-end, you should send them to your LHB. If you have overpaid contributions, you should claim them from your LHB.

### **General**

All forms must be validated by the commissioning surgery or NHSE/LHB in respect of appraisal work. You can submit a Forms A without your signature as long as you use your own 'nhs.net' account.

If you use the services of a locum chambers the forms can be uploaded to PCSE Online by the locum chambers administrator. If the locum chambers cannot use PCSE Online, they can submit forms from their own email account with or without your signature on Forms A. All forms must be validated by the commissioning surgery or NHSE/LHB in respect of appraisal work.

Remember:

- Always keep copies of all your GP locum pension forms.

- As a 2015 Scheme freelance GP locum, if you are not in pensionable GP service on 1 April 2023 or on 31 March 2024, or you have breaks of any length during the year (even of one day) you must annualise your pensionable income to set your tiered employee contribution rate.
- If you perform other GP pensionable work as well as freelance GP locum work, you must take account of all your GP income when setting your tiered contribution rate.
- All forms must be received within 10 weeks of the work being completed or they will be rejected. It is recommended that Locum GPs in England use PCSE Online to ensure timely submission of forms. Guidance on how to complete your locum forms on PCSE Online can be found at <https://pcse.england.nhs.uk/services/gp-pensions/gp-locums/>
- As a freelance GP locum, you must pay both your employee and employer contributions to NHS England/PCSE, or the LHB, no later than the seventh day of the following month. For example, your contributions for payments received in June 2023 must be received by NHS England/PCSE, or the LHB, no later than 7 July 2023.
- If you perform freelance GP locum work in March 2024 but receive payment in April 2024 this should be declared, on your March 2024 GP Locum form B so that, when annualising, your tiered employee contribution rate in year 2023/24 takes account of your pensionable work in March 2024. If the work spans March 2024 and April 2024 you **must** record and invoice each month separately. This ensures that, when annualising, your tiered employee contribution rate in year 2023/24 takes account of pensionable locum work performed in March 2024. Forms containing work that spans March 2024 and April 2024 will be rejected.
- More information can be found in the GP Pension Guide located on the practitioner webpage of the NHS Pensions website [www.nhsbsa.nhs.uk/nhs-pensions](http://www.nhsbsa.nhs.uk/nhs-pensions)

## How we use your information

The NHS Business Services Authority/NHS Pensions 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, or 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)