# NHS Pension Scheme

# 2023/24 Type 2 Medical Practitioner Self-Assessment Form guidance notes

These guidance notes relate to the self-assessment form that all Type 2 medical practitioners must complete and submit to Primary Care Support England (PCSE) for work in England, or their Local Health Board (LHB) for work in Wales, by 28 February 2025.

If you only worked in England, the self-assessment form **must** be submitted to PCSE by 28 February 2025.

The easiest way to submit this form to PCSE is via PCSE Online. Guidance on how to submit this form on PCSE Online can be found at <https://pcse.england.nhs.uk/services/gp-pensions/salaried-gps-assistant-gps/>

Forms can also be submitted via [www.pcse.england.nhs.uk/contact-us](http://www.pcse.england.nhs.uk/contact-us) or by post to:

Primary Care Support England,

PO Box 350,

Darlington,

DL1 9QN.

If you only worked in Wales, the self-assessment form must be submitted to the LHB by 28 February 2025.

If you worked in both England and Wales, you must complete two self-assessment forms and submit one to PCSE and one to the LHB. Your tiered employee contribution rate is based on your combined GP income in both countries.

Read the **Declaration** on the form carefully before you submit it. Always retain a copy for your records.

The NHS Business Service Authority/NHS Pensions, PCSE, or the LHB cannot complete the form on your behalf.

This form serves the following purposes:

1. Ensures the correct tiered rate contributions have been applied to your salaried GP earnings.
2. Ensures that the amount you are due to pay for your tiered rate and any added years/additional pension contributions has been identified and shortfalls or refunds can then be dealt with by you and your employers.
3. Ensures that PCSE have the correct information about your total pensionable earnings so they can ensure the correct amount is paid over by your employers to them.

A Type 2 medical practitioner is:

* A salaried GP employed by a GP practice, alternative provider of medical services (APMS) contractor or by an LHB.
* A long-term fee based/self-employed GP who works for a GP practice, APMS contractor, or LHB.
* A GP who works solely on a self-employed basis for an Out of Hours provider that is an NHS Pension Scheme employing authority, or on a self-employed basis for an NHS Trust/Foundation Trust that provides Out of Hours (OOHs) services.

## Setting the correct tiered employee contribution rate

Information about NHS Pension Scheme tiered employee contribution rates is available in the GP Pension Guide located on the [Information for practitioners and non-GP providers](https://www.nhsbsa.nhs.uk/member-hub/information-practitioners-and-non-gp-providers) page of our website.

As you were a member of the 2015 Scheme in 2023/2024 (1 April 2023 to 31 March 2024) your tiered contribution rate is based on your annualised 2023/24 GP pensionable income.

The GP Pension Guide explains how annualisation works. Please use the annualising calculator which is also located within the [Information for practitioners and non-GP providers](https://www.nhsbsa.nhs.uk/member-hub/information-practitioners-and-non-gp-providers) page of our website.

## The rules

The basic rules are outlined below. The GP Pension Guide provides more detailed information:

* If you had any Type 2 medical practitioner NHS Pension Scheme membership in the year 1 April 2023 to 31 March 2024 you must, under statutory legislation, complete the form. If you worked in both England and Wales, you must complete two forms.
* You are legally required to pay the same rate of tiered contributions in respect of all your GP pensionable posts You must proactively liaise with all relevant NHS organisations you worked for to ensure you paid the correct tiered contributions in all posts.
* If you owe arrears of contributions in respect of a salaried GP post these are collected via the practice even if you may have left.
* Failure to comply with the NHS Pension Scheme Regulations may result in your pensionable pay being provisionally set to zero for the relevant period.
* If you had more than one Type 2 post in 2023/24, you must include all posts on the form and send a copy to each relevant PCSE /LHB.
* If you were also a Type 1 practitioner (GP provider) in 2023/24 you must also complete a GP Provider Certificate of Pensionable Profits.
* If you also worked as a freelance GP locum in 2023/24 and chose to pension that work, you must also complete locum forms A and B within in 10-weeks of the work being completed.
* If you were on paid maternity, paternity, adoption, or sick leave during 2023/24, any pay received is pensionable, therefore you remain an NHS Pension Scheme member. If your salary is reduced (such as half pay) the tiered rate remains the same as it is based on your unreduced pay. For example, if your tiered rate was set at 12.5% you pay 12.5% on any reduced maternity, paternity, adoption, or sick pay. Your practice should have completed the Maternity Breakdown form to advise PCSE/LHB if you had been on maternity, paternity, adoption, or sick leave.
* If in 2023/24 you were a GP registrar, or formally employed by an Integrated Care Board (ICB) under a contract of employment, you were classed as an officer in NHS Pension Scheme terms. Your employer is responsible for collecting the contributions and updating your Scheme membership record. Therefore, your contributions and salary for officer work must not be declared on the self-assessment form.

## Completing the tabs

Please refer to the following notes when completing the self-assessment form.

## Personal details tab

### Box A

Enter your full name, your current address and your work email address. If your surname changed during 2023/24, please provide your previous surname.

### Box B

Enter your NHS Pension Scheme membership number. This is often known as your ‘SD’ number and is eight digits long.

### Box C

Enter your National Insurance number and GMC number.

### Box D

Enter the relevant host employing authority (EA) code for the local PCSE team/LHB you worked for in 2023/24. If you do not know the EA code, you can look it up on our website on the [Information for practitioners and non-GP providers](https://www.nhsbsa.nhs.uk/member-hub/information-practitioners-and-non-gp-providers) webpage. Please follow the link at the bottom of the page to ‘Further Information’ and then ‘Employing Authority Codes’.

If you worked for more than one organisation, for example a GP practice and an OOHs provider, and your contributions were paid at the wrong rate, you must liaise with each contractor to pay the correct rate.

### Box E

List the names, addresses and ODS codes of the practices, ICBs, LHBs or OOHs providers who you worked for directly in scheme year 2023/24.

### Box F

Approved maternity, paternity, adoption, and sick leave.

Please select either ‘Yes’ or ‘No’ from the dropdown box. If you have selected Yes, please complete the Authorised Leave tab. Enter the annual pay/income you would have earned if you had not had the approved maternity, paternity, adoption, or sick leave. You will be deemed to have earned at the same rate during the period of leave. Although your tiered rate will not change, you will only pay contributions on the pay you actually receive.

The practice will continue to pay employer contributions on employer pay (actual plus deemed pay), i.e., the pay you would have received if you had not been on the approved maternity, paternity, adoption, or sick leave.

You may need to ask the practice for a copy of the Maternity Breakdown form showing the employer contributions paid to PCSE/LHB during the approved leave.

### Box G

Please select either ‘Yes’ or ‘No’ from the dropdown box. If you have selected Yes, please complete box H

### Box H

Please state the relevant added years percentage.

**2023-2024 Pay details tab**

### Step 1

Please select the correct tiered contribution rate from the dropdown box. The tier is based on your annualised Scheme GP income.

### Step 2

In boxes 1 to 5 enter all the pay / income you have received for each employment

In boxes 2a to 4a enter the employee contributions paid from each stream of income, taken from your payslips as deducted by your employer via their payroll system for each of the separate periods.

In box 2c enter the employee contributions already collected by PCSE/LHB from your employer. You will need to request that information from your employer. Box 6 will self-populate based on the pay details in boxes 1 to 5.

Box 2b to 6b will self-populate the amount of Scheme contributions under or overpaid during 2023/24 for your own personal contributions. Any shortfall should be repaid to the relevant employer and any overpayment should be claimed back from the relevant employer.

Box 6c will self-populate with the total contributions that PCSE/LHB have collected on your behalf from your employers.

### Step 3

In box 7 please enter the total amount of Additional Pension contributions due to be during 1 April 2023 to 31 March 2024.

Any NHS money purchase additional voluntary contributions (MPAVCs) paid to Prudential, Standard Life or Utmost Life and Pensions (formerly Equitable Life), must not be included in box 7. This is because the NHS MPAVC scheme is a separate pension scheme, and the contributions are paid directly to the provider who will invest them on your behalf.

Contributions you paid to any independent pension provisions must not be included in box 7 because they are not part of the NHS Pension Scheme. For example, contributions freestanding AVCs.

In box 8 please add the total amount of Added Years pension contributions due to be paid during 1 April 2023 to 31 March 2024 based on your total income for the period at box 6 and the percentage in box H in the Personal Details tab.

Then in box 8a show the amount collected at source by your employers via your payslips for the period.

Box 8b will self-populate the amount of added years contributions under or overpaid during 2023/24. Any shortfall should be repaid to the relevant employer and any overpayment should be claimed back from the relevant employer.

Box 8c show the amount that PCSE have collected directly from your employer for your added years contributions for that period. You may need to request that information from your employer.

## Authorised Leave tab

Only complete this tab if, as a salaried GP, your contract of employment entitled you to paid maternity, paternity, adoption, or sick leave.

### Step 1

In boxes 1 to 3 enter all the actual pay / income you have received for each employment as requested.

### Step 2

In boxes 1a to 3a enter the annual pay / income you were in receipt of immediately prior to your period of leave. You will be deemed to have earned at the same rate during the period of leave. Although your tiered rate will not change, you will only pay contributions on the pay you actually receive. The practice will continue to pay employer contributions on

employer pay (actual plus deemed pay).

You may need to discuss this with the practice to ensure that they have completed the Maternity Breakdown form and the employer contributions have been paid to PCSE/LHB at the correct amount.

If you are also contributing towards added years, additional pension, or ERRBO the additional contributions remain payable on your unreduced/deemed rate of pay.

## Next steps

Arrears of contributions

If the amount in box 6b and 8b on the 2023-2024 pay details tab is in red you owe arrears of contributions. You must pay the arrears to the relevant bodies immediately when submitting this form. You must not pay the arrears through one source except if an organisation no longer exists.

If, for example the tiered rate set by your practice was wrong you must pay the arrears to the PCSE team/LHB **via** the practice.

If you also underpaid tiered contributions on your OOHs income you must pay the arrears directly to your OOHs provider or to your local PCSE team/LHB depending upon local arrangements.

If you have underpaid on your freelance GP locum income you must arrange to pay the arrears directly to your local PCSE team or the LHB.

If you were employed directly by an LHB you must pay the arrears directly to the LHB.

To help you identify the body that you owe contributions to boxes 2b to 6b will automatically show the amounts owed in red.

Overpaid contributions

If the amount in box 6b and 8b is in green you have overpaid employee contributions. You must ensure that the overpaid contributions are returned to you.

If, for example, the tiered rate set by your practice was too high you must recover the overpayment through the practice who will liaise with the local PCSE team/LHB.

If you overpaid tiered contributions on your OOHs income you must recover the excess contributions directly from your OOHs provider or the PCSE team/LHB.

If you have overpaid on your freelance GP locum income PCSE/LHB will arrange to pay the excess contributions directly to you via cheque / BACs.

If you were employed directly by an LHB and overpaid contributions, you must recover the overpaid contributions directly from the LHB.

To help you identify the body that you require a refund from boxes 2b to 6b will automatically show the amounts due in green.

If in the rare circumstance an organisation no longer exists and there are adjustments to the contributions you have paid, please contact us for further advice.

Additional pension

If you have an additional pension contract, you must ensure that you have paid the correct additional contributions. The amount paid should be included in box 7. Additional pension contributions are paid as a monetary amount through one pensionable post only.

**Added years**

If you have an added years contract, you must ensure that you have paid the correct additional contributions. The amounts due and paid should be included in boxes 8 to 8c.

Added years contributions are paid as a percentage of your pay in **every** post whereas

Prior to 1 April 2008, members who first joined the NHS Pension Scheme on or after 1 June 1989 were subject to the pensionable earnings cap. For example, the member could only pension NHS earnings in the NHS Pension Scheme up to a prescribed limit. If a member joined before 1 June 1989 but had a break in pensionable employment of more than a year, which ended after 1 June 1989 and before 1 April 2008, they were also subject to the cap.

With effect from 1 April 2008, the earnings cap has been removed and mainline employer and tiered employee contributions are based upon full NHS pensionable earnings.

However, if a GP who was previously subject to the cap is buying added years under an agreement that started before 1 April 2008, those added years remain subject to the cap. The pensionable pay in respect of capped GP added years contributions is as follows:

* 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
* Year 2021/22 £172,800.00
* Year 2022/23 £181,800.00
* Year 2023/24 £205,200.00

Any added years agreements starting on or after 1 April 2008, are **not** subject to the earnings cap and contributions will be payable on the full actual NHS pensionable earnings.

Early retirement reduction buy out (ERRBO)

Where an ERRBO agreement exists in 2023/24 you must ensure that you have paid the correct contributions. The amount paid should be included in box 7.

Where your agreement has been completed in 2023/24 an apportioned percentage for the days to the end of the contract should be calculated.

If you terminated or suspended your ERRBO agreement during 2023/24 any ERRBO contributions that you have paid in the relevant part year only should have been returned / reclaimed.