

Revised Process of paying GP Practice Staff Contributions – April 2014

- From April 2014, all GP practices will pay actual contributions on a monthly basis. Electronic returns will be completed monthly and HSC Pension Service will collect the contributions via direct debit on a specified date each month.
- An electronic monthly return form (GP1) has been created (see attached). GP Practice managers are required to complete the yellow boxes on the monthly return form (GP1). **This form should not be used until April 2014.**
- Electronic GP1 forms must be completed and **emailed** to hscpensions@hscni.net no later than the 5th day of the following month, please see detail below. A paper copy will not be accepted. There will be **no exceptions**.
- HSC Pension Service will process the direct debit collection on the 14th day of the same month (or the next available banking day). Again, there will be **no exceptions** and the direct debit date is **non-negotiable**. This is vital in order to keep administration to a minimum for both the GP Practices and HSC Pension Service.
- Detailed below are the dates that must be adhered to for the year 2014/15 in order that GP Practices can pay actual payments on a monthly basis and also allow for easier reconciliation of payments by HSC Pension Service.

Month Payment Relates To	Date GP1 to be returned	Direct Debit Date
April 2014	05 th May 2014	14 th May 2014
May 2014	05 th June 2014	16 th June 2014
June 2014	05 th July 2014	16 th July 2014
July 2014	05 th August 2014	14 th August 2014
August 2014	05 th September 2014	15 th September 2014
September 2014	05 th October 2014	14 th October 2014
October 2014	05 th November 2014	14 th November 2014
November 2014	05 th December 2014	15 th December 2014
December 2014	05 th January 2015	14 th January 2015
January 2015	05 th February 2015	16 th February 2015
February 2015	05 th March 2015	16 th March 2015
March 2015	05 th April 2015	14 th April 2015

- A copy of the direct debit mandate is attached. If your bank details have changed since we last collected GP Payments, please complete and return a copy of this mandate to HSC Pension Service by **31st January 2014**.