

Process of paying GP Practice Staff Contributions – April 2015

- From April 2014, all GP practices have paid actual contributions on a monthly basis via the GP1 monthly return form, contributions have then been collected via direct debit on a specified date each month. This process will continue into the 15/16 financial year.

- A new 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) and populate the members' contribution information into the relevant column based on which scheme the member is currently in. **This new form will only be accepted, please disregard all previous versions of this form.**

- As of 1st April 2015 the HSC Pension Service will have 2 schemes running simultaneously together; 1995 Scheme/2008 Scheme and 2015 CARE Scheme. For further information on the new 2015 CARE Scheme please refer to our website.

<http://www.hscpensions.hscni.net/scheme-reform/>

If you are still having difficulties allocating the correct scheme, the following link below may assist you.

<https://apps.nhsbsa.nhs.uk/choice/MemberID.html>

- 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 2016/17 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.

2016/17 Schedule

Month Payment Relates To	GP1 Submission Deadline	Direct Debit Date
April 2016	05th May 2016	16th May 2016
May 2016	06th June 2016	14th June 2016
June 2016	05th July 2016	14th July 2016
July 2016	05th August 2016	15th August 2016
August 2016	05th September 2016	14th September 2016
September 2016	05th October 2016	14th October 2016
October 2016	07th November 2016	14th November 2016
November 2016	05th December 2016	14th December 2016
December 2016	05th January 2017	16th January 2017
January 2017	06th February 2017	14th February 2017
February 2017	06th March 2017	14th March 2017
March 2017	05th April 2017	14th April 2017

2015/16 Schedule

Month Payment Relates To	GP1 Submission Deadline	Direct Debit Date
April 2015	05th May 2015	14th May 2015
May 2015	05th June 2015	16th June 2015
June 2015	06th July 2015	16th July 2015
July 2015	05th August 2015	14th August 2015
August 2015	07th September 2015	15th September 2015
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December 2015	05th January 2016	14th January 2016
January 2016	05th February 2016	16th February 2016
February 2016	07th March 2016	16th March 2016
March 2016	05th April 2016	14th April 2016