



HSC Pension Service

Provided by



Business Services Organisation

GP STAFF NEWSLETTER

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HSC (P) 02-18

Oct - 2018

1. Practice Administration Guide

GP Practice Administration Guide has now been updated and is available on the website at: [GP Practice Administration Guide](#). This covers topics previously covered in the Quarterly Newsletters and will be updated on an ongoing basis to reflect any changes in administration processes. Please visit the website regularly in order to access current forms and current information.

2. Annual Benefit Statements (ABS) 17/18

Where the GP55A 17/18 has been received and the data verified and updated on members pension records, we will have processed an ABS for the member. All staff should register, if not already done so, for MSS so that they can view their ABS.

Staff should visit the [Member Self Service](#) section of our website and access the instructional videos to assist with registration.

3. GP1 Monthly Forms

The deadline dates set out in section 4 below must be adhered to, as we are finding each month that forms are received late. Going forward the late submission fee will be applied if submitted after these dates.

Please also ensure the correct month is on the GP1 as this will save administration time for all parties.



4. GP1 Direct Debit Plan 2017/18

GP1 Form	Date to be submitted by	Direct Debit lift date
September 2018	05 th October 2018	18 th October 2018
October 2018	6 th November 2018	19 th November 2018
November 2018	6 th December 2018	18 th December 2018
December 2018	7 th January 2019	18 th January 2019
January 2019	6 th February 2019	18 th February 2019
February 2019	6 th March 2019	18 th March 2019
March 2019	8 th April 2019	18 th April 2019

5. HSC Newsletters

Newsletters are produced and published on the website each quarter. Please ensure that all staff have access to the information contained therein.

Quarterly publications include:

GP Staff Newsletter

GP Newsletter

Member Newsletter

Employer Technical Updates

Pensioner Newsletter



6. Contact Us

By writing to us at:-

HSC Pension Service
Waterside House
75 Duke Street
Londonderry
BT47 6FP

Via e- mail at:- hscpensions@hscni.net

By Telephone: **028 7131 9111 Option 3**

9.00am to 5.00pm – Monday to Thursday; 9.00am to 12.00pm Friday



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If you have any suggestions for the newsletter or would like a particular topic covered in future publications please do not hesitate in contacting us by emailing: hscpensions@hscni.net

