



HSC Pension Service

*Provided by ....*

Business Services Organisation

## Welcome to HSC Pension Service GP Newsletter

This newsletter is for all General Practitioners (GPs) who are members of the HSC Pension Scheme. This communication will include all relevant updates and procedures regarding the administration of Principal, Salaried and Locum GPs. Please read carefully and retain for future reference.

Principal and Salaried GP's should use [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net) mail box.

Locum GPs should use [GPLocums@hscni.net](mailto:GPLocums@hscni.net) mail box.

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## 1. Annual Certificate of Pensionable Profit 2021/22

The Annual Certificate of Pensionable Profit was forwarded to all registered accountants on 09.10.2022. The Certificate is due to be returned in Excel format to HSC Pension Service by 28.02.2023. All returns should be sent to [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net).

Only Certificates received by the due date will be included to calculate the NI average for seniority purposes. When housekeeping and reconciliations have been completed we will be processing Annual Allowance and Annual Benefit Statements in date received order.

## 2. Registering for Member Self Service (MSS)

Annual Allowance and Annual Benefit Statements (ABS) are published on MSS so it is important that all GPs should now have registered for the MSS facility. If you have not registered please visit our website at <https://mypension.hscni.net/>

For assistance in registering for MSS please see [Member Self Service – HSC Pension Service](#)

The information provided to you on MSS is made available so that you may share it with any third party such as your accountant or financial adviser.

**Please note** that all requests from financial advisors regarding your benefits are now chargeable. Our Schedule of Charges is available on our website at [Member-Schedule-of-Charges.pdf \(hscni.net\)](#)



### 3. Self-Assessment

Salaried, Out of Hours and Locum GPs who are subject to the yearly Self-Assessment submission should ensure this is submitted at the end of the financial year.

Once the Self-Assessment has been finalised HSC Pension Service will then produce your Annual Allowance and Annual Benefit Statements, please ensure that all Self-Assessment forms have been submitted to enable your pension record to be updated.

The Self-Assessment 2021/22 is available on our website at : [Salaried – HSC Pension Service \(hscni.net\)](#)

### 4. Email Queries

The GP Certificates inbox receives a high volume of emails on a daily basis. When contacting the Practitioner Section can you please include as much information as possible on your query so we can answer your query quickly and efficiently. Please include part of your National Insurance number and DOB so we can access your pension record and provide you with the required information.

### 5. Workshops

HSC Pensions Practitioner Team has recommenced attending the practice managers workshop. If you require us to attend to deliver a seminar on a particular topic please email [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net) to check availability, the most recent workshop we attended was the Eastern Group Practices and we hope you found the content helpful.

## HSC Pension Service Christmas Arrangements

**HSC Pension Service will be closed on 26<sup>th</sup> and 27<sup>th</sup> of December and on 2<sup>nd</sup> January.**

*As we near the end of 2022, in what has been a challenging year for all of us, the Practitioner Team would like to take this opportunity to convey our appreciation for your ongoing support and co-operation. We wish you all a safe and Happy Christmas period and we look forward to working with you again in 2023.*



## 6. Contact Us

By Post: GP Payment Section      Via e-mail: [GPCertificates@hscni.net](mailto:GPCertificates@hscni.net)  
HSC Pension Service                      [GPlocums@hscni.net](mailto:GPlocums@hscni.net)  
Waterside House  
75 Duke Street  
Londonderry  
BT47 6FP

**Please do not send any returns to individual team members email accounts.**

By Telephone: 028 7131 9111 option 3.

10.00 am to 12.00pm / 2.00 pm to 4.00pm - Monday to Thursday

10.00 am to 12.00pm - Friday



Find us on Twitter - @hscpensions



Find us on Facebook - HSC Pension Service

**Employer Technical Updates are available at:**

<http://www.hscpensions.hscni.net/employer-technical-updates/>

**All Newsletters produced this quarter are available at:**

<http://www.hscpensions.hscni.net/quick-links/newsletters/>

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](mailto:hscpensions@hscni.net)

