



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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March 2023

## 1. Payment on Account (POA) 2023/24

The **Payment on Account (POA) 2023/24** was recently sent to Practice Managers and Accountants. If you have not yet submitted your Payment on Account Form 2023/24 please do so as soon as possible.

In the event that we do not have a new submission for year 2023/24 we will continue to deduct the amount we deducted in March 2023. However, it is important that forms are submitted to ensure we deduct contributions as accurately as possible and eliminate large underpayments of contributions.

Any amendments to the POA throughout the year should be emailed to: [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net)

All queries regarding **funding** should be forwarded to: [maria.coyle@hscni.net](mailto:maria.coyle@hscni.net)

This would be the ideal time to make any changes to your seniority claim if necessary e.g. change in pensionable profit that will impact on your seniority entitlement. Practices should contact BSO on [gms.claims@hscni.net](mailto:gms.claims@hscni.net) and insert 'Seniority Adjustment' in the subject line.

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

We are currently working through the 2021/22 Annual Certificates which have been submitted.

The deadline for submitting the Annual Certificate of Pensionable Profit 2021/22 was 28th February 2023. At this date we had received 86% of the certificates due.

The Northern Ireland average profit for seniority purposes is not yet available.

If you have not yet submitted your Annual Certificate of Pensionable Profit 2021/22 please do so as soon as possible. All returns should be sent to [gpcertificates@hscni.net](mailto:gpcertificates@hscni.net)



### 3. Self-Assessment of Tiered Contributions

A reminder for any Salaried GPs, OOH Standalone GPs and Locum GPs – you should complete your Self-Assessment of Tiered Contributions Form available at [Salaried – HSC Pension Service \(hscni.net\)](https://hscni.net)

The team continue to work through these and will contact you when the reconciliation has been completed. The production of Annual Benefit Statements (ABS) and Annual Allowance (AA) Data will then follow in due course.

### 4. Timeline for completion of various pension related processes for Principal GPs

#### **Annual Statements of Pensionable Profit 2021/22**

These will be processed from the information contained in the Annual Certificate of Pensionable Profit 2021/22 in date order received and following housekeeping and audit checks. Any unresolved queries may delay the production.

We will commence the production of the Annual Statements of Pensionable Profit 2021/22 in mid-late April.

#### **Adjustments of Over/Underpayments of Scheme Contributions**

These will be processed as soon as possible following the production of the Annual Statement of Pensionable Profit 2021/22 – a breakdown of the individual values for GPs in a Practice will be forwarded to the Practice Manager for the Practice records.

#### **Annual Benefit Statements (ABS) /Annual Allowance (AA) Data**

The Pensionable Earnings figure from your Annual Statement of Pensionable Profit 2021/22 is used to update your Pension Record. The team then proceed through their work flow to calculate Annual Allowance (AA) Data and Annual Benefit Statements (ABS). An email confirming that Annual Allowance Data and Annual Benefit Statements are ready to view on Member Self Service (MSS) are sent to all GPs. As a reminder the Annual Allowance is a Data View from your Dashboard on MSS and not a document. You can print the screen or save to your desktop so that you can share with your accountant or/and other third parties.

#### **Member Self-Service (MSS) Access**

If you have opted out of the scheme and continue to work at Practice you can still access MSS. This will remain as a regular inclusion in the newsletter as a reminder to GPs of their individual responsibility.



## 5. GP Individual Responsibility for completion of HSC Pension Service Scheme Forms

### Joining the Scheme

In order for a GP Pension Record to accurately record all of the Pensionable Employments, GPs are reminded to complete [Form SS14](#) for each new Practitioner Employment. This is also essential for Practitioner Employments now being administered through Shared Services Payroll so that we can differentiate between Officer and Practitioner Employments.

### Opting in and Out of HSC Pension Scheme Membership

GP's can opt out of their Practitioner Employment but remain Pensionable in their Officer Employment or vice versa. However, if they choose to opt out of their Practitioner Employment they must opt out of all their Practitioner posts. If a GP chooses to opt out of the Scheme they must notify all of their Employing Authorities not just HSC Pension Service and complete an [SD502 Form](#) for each employment.

If a GP chooses to re-join the scheme it is very important that each time they re-join they complete a [Form SS14](#) for their GP employment and again they must also notify all of their Employing Authorities not just HSC Pension Service.

### Payment on Account (POA)

The Payment on Account Form is an estimate of Pensionable pay for GPs, submitted at the beginning of each financial year. Please submit a realistic average figure at the beginning of the financial year to avoid multiple submissions of POA in year. There is no need to submit a revised POA where a Pensionable pay figure has a slight variation from the original submission. This will help us to manage the time spent on POA administration.

HSCB assess funding based on the values entered on the POA submission. A revised POA does not in itself update a GP's status in the Scheme, [Form SS14](#) or [SD502 Form](#) is required to accurately reflect the status of Scheme Membership at any given point in time.

## 6. Timeline for completion of various pension related processes for Salaried GPs/Stand-Alone OOH GPs

Practice Managers should submit as soon as possible after 31st March 2023 the 2022/23 SR2 for any Salaried GPs in the Practice. We will complete the reconciliation and set any adjustments.

The 2022/23 SR2 Form is available here—[2022/23 SR2 Form](#)

We will receive information from Shared Services Payroll for Out Of Hours Sessional and Salaried GPs Pensionable pay information for year-end 31.03.2023 in due course.

All Assistant Practitioners should complete a Self-Assessment of Tiered Contributions certificate for 2022/23. The certificate together with guidance notes is available at: [Salaried – HSC Pension Service \(hscni.net\)](#)

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## 7. 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



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**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)

