



Please Submit this form to [HSCPensions@hscni.net](mailto:HSCPensions@hscni.net) when completed. Completion notes are on the last page.

### GP55rev - HSC Pension Scheme - Change of employment details

1. Surname

Other names

2. Date of birth 

Day	Month	Year

3. Start date 

Day	Month	Year

4. I confirm the information provided on this form is accurate and correct relating to this person's employment details.

Signature

5. Date

6. Employing Authority /GP stamp

7. National Insurance number

8. Last day of membership (T55a), Only if member has left scheme 

Day	Month	Year

A new T55a is required if the information covered by this form is different from the original T55a

9. Employer Code (ie E002)

10. Enter the "GP55a" year-end to be amended

11. Reason for Amendment

All figures entered on this form will relate only to work in the Pension year stated in Question 10  
 All figures must be entered, regardless if they have changed or not – enter “NIL” if not applicable

12. Contribution rate

%	
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**Revised totals**

13. **Employee conts** (no AVCs) - Enter new total of basic employee conts.

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14. **Employee Pensionable Pay** - Enter new amount.\*

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15. **Employer conts** - Enter new total of employer conts.

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16. **Employer Pensionable Pay (including all deemed pay)** - Enter new amount.\*

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17. **Employees Gross Pay.** Enter revised amount.

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18. **AVC's paid (no money purchase)** - Enter new total.

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19. **Non-Contributing days** - Enter number

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20. **Part time staff.** Enter new total of part time pensionable hours or paid sessions.

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21. **Additional pension 1** Identifier 

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 Conts

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Instalments

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22. **Additional pension 2** Identifier 

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 Conts

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Instalments

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23. **Additional pension 3** Identifier 

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 Conts

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Instalments

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24. **NI earnings.** Enter the **revised** amount of employees contracted-out NI earnings between lower and upper earnings limit in tax year of termination. Relating to pre-2016 only

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25. **NI earnings.** Enter the **revised** amount of employees contracted-out NI earnings between lower and upper earnings limit in tax year **before** termination. Relating to pre-2016 only

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**Arrears of Contributions due –**

GP Practices & federations - amount to be added to future Direct debit  
 Directional bodies - amounts to be added to normal remittance submission

Owed to HSC Pensions      Owed to Employer

26. **Enter arrears of AVC's** (no money purchase). Enter the **revised** amount of arrears outstanding.

£								.	
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27. **Arrears of basic EMPLOYEE contributions.** Enter the **revised** amount of arrears outstanding.

£								.	
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28. **Arrears of EMPLOYER Contributions.** Enter the **revised** amount of arrears outstanding

£								.	
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29. **Revised last day of membership.**

Day	Month	Year

\* For retrospective payments: Officer - insert year **earned** not year **paid**.

## **Completion notes**

This form is designed to allow employing authorities to submit revisions to an individual's pension data for specific year, without having to amend each months GP1 effected to show the arrears due to HSC Pensions or refund due. This will reduce administration time for Employers, accountants and HSC Pensions

The form is only required for previous Pension years once the deadline for submission has passed for that year.

*i.e. for the GP55a 2025 – the submission deadline was May 2025. This form would be required from July 2025 onwards to make any change to the 2024/25 GP55a.*

## **Questions 1 to 10**

These questions relate to the personal information of the member that we hold, complete each part as requested

### **Question 8**

Members original End date with the scheme reported on the T55a – only required If the member has previously left the Employment/scheme (a new T55a is also required in addition to this form

### **Question 10**

The GP55rev can only amend information relating to 1 member, for 1 pension year – April to March. Enter the date of the year end the amendment is reflective of , i.e. 31/03/2025 for the period 01/04/2024 – 31/03/2025 etc.

### **Question 11**

You must enter a reason for the amendment to this question – it allows our department to review all the information so far to ensure the arrears due are expected based on the reason for the adjustments

## **Questions 12 – 25**

These are the amended figures relating to the member after the reason in question 11 was applied – backpay, rate correction, re banding etc

All figures entered for this section should reflect the **NEW** totals, not the differences.

Non Contributing days are any instance of unpaid sickness or Strike days etc.

## **Questions 26-28**

These figures are the amounts due for arrears. These reflect the Differences between what has been paid, and what is due, after the reason in question 11 was applied.

For each question, the corresponding checkbox should be ticked to indicate if the money is due to HSC Pensions, or if the amount is due back to the Employer.

**HSC Pensions will check the new amounts Vs the original amounts to ensure the correct arrears are being processed.**

- **For GP Practice and Federations, the amounts outstanding will be processed on a Direct Debit following processing – which can be up to 12 weeks**
- **For Directional bodies and OOH Providers, simply amend your next remittance to balance the funds due**

Important – all figures entered into this form should reflect when the work was completed, not when the money was paid.

## **Question 29**

If a revision has resulted in a change to the members last deemed date of pensionable service, enter it here – a revised T55a should be submitted for a member if the information on the original T55a has changed due to the reason for completing a GP55rev