



Please Submit this form to 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Start date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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