

Directional Body & OOH Providers

NEWSLETTER

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1. Keeping HSC Pension Service Updated

Please ensure HSC Pension Service are being informed of any changes to Primary contacts, including change of contact email or contact number so we can keep our records up to date.

Please note that a new person submitting forms will not be considered the new contact until we are specifically told so.

If you are new to Local Pension administration and submit returns on behalf of an employer, please complete the Authorised Signature Form available at [GP Practice Forms](#) and return to hscpensions@hscni.net.

2. GP55A 2025/26 & Annual Benefit Statement 2026 (ABS26)

You should have submitted your GP55a for the 25/26 year by now. We are currently reviewing the submissions and sending queries if required. Please ensure that if you receive a query that a response is sent as soon as possible.

The information provided on this annual return is used to update member pension records in preparation for the production of Annual Benefit Statements (ABS) 2026, which should be available on Engage from 31st August 2026

Any delays in the submission of the GP55a or response to any queries raised will delay the production of the ABS 2026 for members or result in inaccurate statements.

For any members that have joined during the 25/26 year, and are included in your GP55A, please check that you have already submitted their J2. If you have not, please submit now so that it can be processed in time.

Please also ensure that any T55a due from last year is also submitted to ensure the members records are updated correctly.



3. Pensionable Pay & Contributions

Ensure person (s) responsible for the payroll are fully aware of the rules governing pensionable pay and contributions.

Extensive information can be found at: [Section 5: Pensionable Pay and Contributions – HSC Pension Service \(hscni.net\)](#).

They should specifically be aware of “deemed” earnings and the payments required by employers during periods of reduced pay due to maternity or sick leave.

If a member starts receiving reduced pay due to periods of maternity or sickness, the member will pay their new (as of June 2025, backdated to November 2022) reduced contribution rate on their actual reduced earnings. The employer will pay employer contributions at the normal rate (currently 23.2%)on the “deemed” earnings (what the member would have earned, were they not off work). The employer should also be reporting the deemed earnings and deemed part time hours.

Contributions will stop when the member goes onto unpaid sick, and will continue in line with the members intention to return for maternity in line with the rules outlined in the link above.

4. Contacting Us

Whilst our phone lines are open daily our preferred method of communication is by email. Email queries can be logged to individual pension records and any work progressed through the team workflow. This ensures that the work is completed by the appropriate team member and responded to within an acceptable time scale.

A simple general query may be answered quicker than a more complex query, so we respectfully request that you allow us time to reply to your queries before contacting us again. Please include the NI Number or Employer Identifier Code in any communication so that we can access the correct record.

Emails can be sent to hscpensions@hscni.net



5. SD77—Directional Bodies only

Please ensure that the Directional body requirement has been met before completing a J2 starter form.

A member must have paid into the HSC pension scheme in the 12 months prior to starting pensionable employment with the direction (or NHS England, Scotland or Wales)

The SD77 is a declaration by the member that they have paid into the scheme—their declaration date should be the date they last worked—not their last Pay date

If a member has paid in NHS England, Scotland or Wales, a copy of their last NHS Payslip showing deductions will be required

6. Pension Application Process –24 hour and Partial Retirement

All pension applications must be **submitted to HSC Pension Service at least 6 months** in advance of a member's retirement date. This means members should **start the application process 8-9 months prior to their chosen retirement date** to allow processing time for their employer to complete the final parts of the application.

You, as their employer, will then forward the form and all supporting documents to HSCpensions@hscni.net to allow it to be processed.

Most members will receive their “RSS” choice document in the weeks before their pension is due – it is important that all members check their emails often as a reply is required from this document and their pension will not be paid until a reply is received

To help us focus on processing the pension applications as quickly as possible, we ask that members do not contact us to enquire regarding the status of their application unless their circumstances are urgent or exceptional.



9. Contact Us

By writing to us at:-

HSC Pension Service
Orchard House
40 Foyle Street
Londonderry
BT47 6AT

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

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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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

