

Completion notes for form GP Locum B (NI)

GP Locums: Please use this form to record **ALL THE PAY YOU RECEIVE** for HSC GMS work in ONE calendar month and to claim HSC Pension Scheme membership. You must Complete and send a monthly form GP Locum B (NI) to the Business Services Organisation (BSO) within 7 days of the end of the calendar month. **For example**, you should complete a July 2009 form to show all the HSC locum pay you receive from GP Practices/Health Boards between 1 and 31 July 2009 regardless of when the work was done, and send it to BSO with a cheque for the appropriate pension contributions by 7 August 2009. **Do NOT use this form to record OOHs work for an OOH provider.**

Personal Details

Please complete all the boxes including 'Calendar Month and Year' box.

Tiered Contribution rate

Please tick one of the boxes stating your provisional tiered contribution rate for the current (April-March) pension year; refer to employer circular HSC(P) 01/09 (www.hscpensions.hscni.net) for more guidance in respect of year 09/10. The box you tick must remain consistent in all the form B's you complete from April to March and must correlate with 'Box d' at Part 2. If at year end, it is found that the rate was too low you will have to pay arrears based on the correct rate. If the rate was too high you will be due a refund from your HSC Board.

Part 1

Enter on each line of form GP Locum B (NI) the period of GP Locum HSC work and total gross pay you received, from one GP Practice/Health Board in the previous calendar month and attach all the forms GP Locum A (NI). If you worked 2 or more individual periods during the month (ie periods separated by a break of 1 or more days) you need only enter the first and last of the days covered by the payment. If a period of work ended soon after the end of the month eg on 3 October 2009, and you have received payment and have the relevant form GP Locum A (NI), you can enter it on your September form GP Locum B (NI). **You cannot apply for scheme membership for any period of locum GP work that ended more than 10 weeks before the date BSO received the application.**

Part 2

- Add up the total gross GP locum pay you received and write the amount in box (a)
- Only 90% of this gross pay is pensionable – enter 10% of the gross pay in box (b)
- Deduct the amount in box (b) from the amount in box (a), enter the result in box (c)
- Your HSC Scheme employee contributions are 5%, 6.5%, 7.5%, 8.5% of the amount in box (c) – work out the amount and enter the result in box (d)
- Your employee contributions for pension year 2009/10 are based on your total GP pensionable pay in 2009/10. Refer to employer circular HSC(P) 01/09, found at www.hscpensions.hscni.net.

If you are not buying Added Years or paying HSC Scheme Money Purchase AVCs, the amount in box (d) is the pension contribution you need to pay:

- Enter your box (d) amount in the Grand Total box (g) too and your calculation is complete.

If you are buying Added Years, paying Money Purchase AVCs or buying the Additional Pension :

- **Added Years** – if you are already a Scheme member in a practitioner post or work in hospitals or the community and buying added years through extra percentage contributions, you must also pay the extra percentage in your GP Locum HSC work. If you don't know your extra percentage, check with your other employer(s) or HSC Pensions Service. Work out the extra percentage of the amount in box (c) and enter it in box (e).
- **HSC Scheme Money Purchase AVCs** – if you are already a Scheme member and paying an extra percentage of your pay as money purchase AVCs to one of the Scheme's AVC providers you can pay the extra percentage in your GP Locum work. If you don't know your extra percentage, check with your other employer(s) or the Scheme's provider(s). Work out the extra percentage of the amount in box (c) and enter it in box (f).
- The pension contributions you need to pay is the total of the amounts in box (d) and box(es) (e) and/or (f). Enter this total in Grand Total box (g) and your calculation is complete.
- **Additional Pension** – If you considering this option please contact HSC Pension Service.

Important – now send your forms GP Locum A (NI) and B (NI) and your pension contributions cheque to BSO as described at the foot of GP Locum Form B (NI).

If you need any help completing this form please contact BSO or telephone the HSC Pension Service's General Practitioner Section on 028 71 319000. You should keep a copy of this form for your records.