

## NHS Pension Scheme - GP Locum's monthly certificate of NHS work and pay for one GP Practice

To claim NHS Scheme membership for GP Locum NHS work, you must complete PART 1 of this form and send it with your monthly invoice to the appropriate GP Practice. You will need a separate form for any additional GP Practices.

Only NHS GP Locum services contracted directly between a GP Locum and a NHS GP Practice for an absent GP(s) may be entered on this form. GP Locum work contracted with organisations outside the NHS, eg. Cooperatives, multifunds, etc., cannot be pensionable in the NHS Scheme.

### Part1. To be completed by the GP Locum

Your name

National Insurance number

Host HA

Host HA Registration No.

Please enter below the dates you worked for the GP Practice to deputise for an absent GP.

From / / to / / From / / to / /

From / / to / / From / / to / /

Signature

Date

I claim NHS Scheme membership for the NHS work I undertook for the practice named in Part 2 below.

### Part 2 To be completed by the GP Practice Authorised Signatory (eg. practice manager, partner)

GP Locum's gross pay for the NHS work shown in Part 1 above.

£

Which absent GP(s) was this work done for?

Name

GP Practice code

GP Practice stamp

### Declaration

I certify that this practice has paid the GP Locum the gross amount shown for the NHS work declared in Part 1.

Signature

Date of payment

## Completion notes for form GP Locum A

This form is a certificate of GP Locum NHS work. NHS GP Locums will need it to support a claim to their host Health Authority for membership of the NHS Pension Scheme.

### PART 1 Notes for GP Locums

To claim NHS Scheme membership for GP Locum NHS work, please complete Part 1 of form GP Locum A and send it with your monthly invoice. If you are invoicing the practice for more than one separate period of work in the month, show all of them on the form. You do not need a separate form for each short session or period within the same month, provided they are covered by the same invoice payment. If you do GP Locum NHS work for more than one practice, you will need to send a separate form GP Locum A with your invoices to each practice, each month. If you covered a GPs NHS duties outside the practice, out of hours, your pay is pensionable if you have a direct contract with that GP or their practice.

#### Dates you work

You can only enter NHS work beginning 1.4.2001 or later. If you work every day of the month you are invoicing, please enter the first and last day of the calendar month. eg. from 1.4.2001 to 30.4.2001. If your work finishes soon after the end of the month and you are invoicing for the whole period, you can enter, eg. from 17.4.2001 to 2.5.2001. If there are breaks between your periods of work (except weekends and bank holidays in an otherwise continuous period of work) you must enter each separate period in the month eg. from 1.4.2001 to 14.4.2001 and from 20.4.2001 to 23.4.2001. If you work for one day enter eg. from 1.4.2001 to 1.4.2001.

**Important** If you do both NHS and private GP Locum work you can only claim NHS Scheme membership for the dates you did NHS work and the practice can only certify the NHS pay.

**Please keep a copy of this form for your records. The 'GP Locum use' box at the top is for you to enter a number, or other identification, for your own records, to keep track of your copies, if you wish.**

### PART 2 Notes for GP Practice authorised signatories

When your practice employs a GP Locum who is registered on the Supplementary List of their host Health Authority (HA) they can claim NHS Scheme membership if their work for you is NHS work to cover the absence of one or more of your practice NHS GPs or Assistant GPs.

If your NHS GP Locum wants to lodge a claim for NHS Scheme membership with their host HA they will need to ask you to certify the dates and gross pay for their NHS work at Part 2 of form GP Locum A. This can be at the end of the work or the calendar month when they invoice you for payment. If their GP Locum NHS work for your practice finishes shortly after the end of a month and their invoice covers the whole period they can ask for a form GP Locum A to cover the whole period of pay.

**Important** If your GP Locum does NHS and private work you can **ONLY** certify dates and gross pay for the NHS work.

You must sign and date the declaration in Part 2 of the form and insert your NHS Pensions Agency GP practice code and practice stamp to validate the form. Please return the completed form to the GP Locum with your payment.

Please pay NHS GP Locums and provide forms GP Locum A within at the most one month of receiving their invoice so that they can calculate their NHS Pension Scheme contributions and forward them to their host HA promptly.

#### DECLARATION

The declaration in Part 2 of form GP Locum A was designed with the cooperation and at the recommendation of the BMA.

**If you need any help completing this form please telephone the GP Locum Helpline on 01253 774678**