

GP Pensions Special Bulletin – February 2019

This email has been sent to the main contact we hold for your practice only.

It contains important information for practitioners - please share with GPs in your practice.

In this bulletin, you will find updates on:

- [End of year pension administration – deadline approaching](#)
- [Type 2 Medical Practitioner 'Amnesty Form' and historical certificates for GP Providers \(Type 1\) and Non GP Providers](#)

IMPORTANT INFORMATION - End of year pension administration

There are now **two weeks** until the deadlines for submitting annual pension forms.

The deadline for **practitioners** to submit their Annual Certificates or Self-Assessment forms is **28th February**.

The deadline for **GP practices** to submit their Estimate of GP (and non-GP) Providers NHS Pensionable Profits/ Pay form to PCSE is **1 March**.

You can download a pension administrations timeline [here](#)

You can download the forms from the NHS Pensions website [here](#)

For further information and guidance on submitting forms, please click [here](#).



NHS
England

Primary Care Support England

Annual Pension Administration Guidance

All forms in the table below can be downloaded from the Practitioner webpage on the NHS Pensions website. Where applicable, the relevant deadline is also provided.

Form	Completion	Deadline for submission	Notes
Form 1: Annual Return of Income for Self-employed (SA302)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	All forms should be submitted to the relevant pension provider.
Form 10: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1040: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1041: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1042: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1043: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1044: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1045: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1046: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1047: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1048: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1049: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.
Form 1050: Self-employed Income Tax Return (SA300)	Self-employed practitioners must complete this form by 31 January following the tax year.	31 January	Self-employed practitioners must complete this form by 31 January following the tax year.

It is a crime to submit false tax returns, and employers who work with

any form of tax evasion or other illegal activity may be liable to prosecution and/or fines.

Practitioner's Guide to Pension Administration

Your practice should have received copies of this **Pension Administration Guide** via CitySprint. Multiple copies have been sent for practices to hand out to practitioners.

You can also download a copy of this information [here](#).

Type 2 medical practitioner ‘amnesty forms’ and historical certificates for GP providers (Type 1) and non GP providers

As you may be aware, Total Reward Statements (TRS) from NHS Pensions will not show up to date information if there are missing certificates for any years.

If you have submitted certificates for later years following a missing certificate, they will not load onto the system until the missing certificate is submitted.

NHS Pensions has released new Type 2 medical practitioner ‘amnesty forms’. Practitioners should use these forms to send PCSE certificates for any missing years from 2009/10 to 2016/17. NHS Pensions has also added historical forms for GP provider (Type 1) and non GP providers dating back to 2009/10 to their website, along with the guidance notes for those years.

PCSE is up to date with the processing of historic pension forms/certificates. Therefore, if you have previously submitted a form/certificate but your TRS is not showing up to date information, please re-submit the information to PCSE using the new amnesty forms or historical certificates.

Using these forms/certificates to send PCSE information for any missing years will help practitioners to get their pension records up to date as soon as possible.

- Please ensure any [Locum](#) or SOLO work carried out is also included on the form
- The forms/certificates do not need to be signed if the contact email address provided when it is submitted is an **nhs.net** email address. If you do not have an nhs.net email address you will need to ensure that the form/certificate has a handwritten signature.

NHS England is carrying out a complete review of all pension scheme data, led by an independent pension expert. This will involve an analysis of all practitioner pension information. If the review shows any gaps in data, and practitioners do not use the amnesty forms or historical certificates to update their record, they will be contacted directly by PCSE with clear advice on what to do next.

All forms and certificates can be downloaded from the NHS Pensions website [here](#)

Once they are complete, please submit them to PCSE via the online enquiries form available [here](#). Select GP Pensions from the drop down menu.

Please note: Any queries about Total Reward Statements (TRS) that are not up to date should be sent to NHS Pensions in the first instance as there may be other reasons why the information on the statement is not up to date. You can contact the NHS Pensions Member Helpline on 0300 330 1346 (0044 191 2790571 if you are calling from overseas).

Contacting PCSE

You can contact the PCSE Customer Support Centre on 0333 014 2884 (open from 8:00-17:00, Monday to Friday), or [click here](#) to send us an enquiry via our online form. Your query can then be logged, tracked and sent to the right team as quickly as possible.

If you need to follow up on a query, please quote the case reference number to help us quickly identify it.

You can also try our online help for answers to the most [frequently asked questions](#) from our customers.

Best wishes,

Primary Care Support England (PCSE)