

NHS Pension Scheme: Claim for 'GP Solo' work from 01 April 2025 to 31 March 2026

This form must be completed when a GP provider or surgery based salaried GP performs fee based self-employed ad-hoc work, for example out of hours (OOHs), integrated care board (ICB), (previously known as clinical commissioning group (CCG)), or GP appraisal work. Read the guidance notes before completing the form.

England

- Providers of OOHs or extended access primary care services in England (including GP Federations) who are NHS Pensions Scheme employing authorities need to submit a monthly solo spreadsheet to the ICB for all GP Pension Scheme members who work for them under a self-employed (or employed) arrangement. Providers must make a monthly payment for GP Solo contributions to the ICB. The bank account details can be obtained from the ICB.
- Guidance for providers including the Solo spreadsheet can be found at <https://pcse.england.nhs.uk/organisations/ooh-extended-access-providers/>
- The ICB should then submit the Solo spreadsheet to PCSE. The easiest way for ICB's to submit solo spreadsheets is via PCSE Online.
- ICBs who have GPs working under a contract for service also need to upload a monthly solo spreadsheet to PCSE Online. Guidance for ICBs can be found at <https://pcse.england.nhs.uk/services/gp-payments/commissioners/uploading-solo-pension-contributions/>. ICBs must make payments direct to NHS Pensions using the RFT1 process.
- In addition to the completion and submission of the monthly spreadsheet by providers and ICBs, it is still a requirement for GPs to submit an annual GP solo form to declare their annual solo income. In England, the employer (for example, the OOHs provider or ICB) must submit this form online at www.pcse.england.nhs.uk/contact-us

Wales

- In Wales, the employer must send this form and the correct contributions to the Local Health Board (LHB) each month.

England and Wales

- Do not use the solo process if the service level agreement is with a surgery and the payment is made directly to the surgery (pooled) rather than to an individual GP. The 14.38% employer contribution and administration levy paid by the employer must be included in the payment.
- The employer contribution rate is 14.3% of pensionable pay plus the scheme administration levy of 0.08%. The total for employers to pay in 2025/26 is therefore 14.38%. (An additional 9.4% is paid centrally by NHS England)

Part 1: To be completed by an authorised signatory (for example, payroll manager) of the employer

Member name

National Insurance number

NHS Pension Scheme membership number

Employing authority (EA) code:

Enter the dates the payment below relates to:

From / / to / /

Pay **excluding** NHS Pension Scheme employer 14.38% contributions £ A

Professional NHS expenses. Enter NIL if no expenses incurred. £ B

GP's NHS pensionable pay (A - B) £ C

NHS Pension Scheme tiered employee contribution rate (5.2%, 6.5%, 8.3%, 9.8%, 10.7%, 12.5% of Box C) % D

Employee contribution amount (C x D) £ E

Additional contributions for added years £ F

Additional contributions for additional pension £ F

Additional contributions for NHS money purchase additional voluntary contributions (AVC) scheme £ F

Additional contributions for early retirement reduction buy out (ERRBO) £ G

Total employee contributions (E + F + G) £ H

Total paid to member after deducting all employee contributions (C - H) £ I

NHS Pension Scheme employer contributions plus administration levy (14.38% of Box C) £ J

Total NHS Pension Scheme contributions (H + J) £ K

Declaration: I certify that this NHS Pension Scheme employing authority paid the GP the amount shown in Box A. The pensionable pay is as stated in Box C and employee contributions have been deducted at the correct tiered rate taking into account the GP's global pensionable income.

I have paid the amount shown in Box K to NHS England or NHS Pensions or the LHB by electronic transfer or by other means. Please read the guidance notes before making the payment.

Signature / Name:

Name of NHS Pension Scheme
employing authority (in BLOCK
CAPITALS)

Date:

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Part 2: To be completed by the GP

I am a qualified GP eligible to join the NHS Pension Scheme and my pensionable pay is as stated above. I have paid employee contributions at the correct tiered rate taking account of all of my GP NHS pensionable income. I understand that if I have not provided my contribution rate the 12.5% rate will be applied. I declare that all the information on this form is correct and that I have not undertaken this work under a commercial arrangement such as trading as a limited company.

Name

Signature

Date

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How we use your information

For more information about how the NHSBSA processes your personal data, see our privacy notice - www.nhsbsa.nhs.uk/our-policies/privacy/nhs-pensions-privacy-notice