**GP Appraisal work - collection of pension contributions 2014/15**

**GP Principals / Partners**

The NHS England Area Team pays GP practices for appraisal work done by individual GPs (payment includes the appraisal fee & 14% employer contribution). The practice includes appraisal income as part of the Annual Certificate reconciliation process, any shortfall will normally be collected via the PMS/GMS practice payment.

**Freelance Locums**

The NHS England Area Team pays for appraisal work done by individual GPs (payment includes the appraisal fee & 14% employer contribution) into their private bank account. Each GP is responsible for completing a GP Locum A form each month and sending it (with a cheque for their contribution) to the SBS Pensions Team. The SBS Pensions Team sends contributions to the Pensions Agency each month. On March 31st the Area Team compiles a summary of the payments they have made to each Locum during the year and sends it via e-mail to the SBS Pensions Team. The SBS Pensions Team compares the Area Team information with the amounts received from each Locum during the year.

Contact Details for NHS Shared Business Services (SBS), Primary Care Support Services (PCS) East Midlands. Telephone No. 01332 868 777, option 5 then option 2.

**Salaried GPs**

The NHS England Area Team pays for appraisal work done by individual GPs (payment includes the appraisal fee minus employee's contribution) into their private bank account. The Area Team produces a list of appraisal payments for each GP, confirms their employee tier & sends it by e-mail each month to the SBS Pensions Team. The SBS Pensions Team will use the Area Team's list to update each GP's record each month. The SBS Pensions Team will pay the contributions over to the NHS Pensions Agency each month. The Area Team completes a SOLO form annually, the form must be signed by the GP & the Area team and sent to the SBS Pensions Team.