

Locum GPs - Under/overpaid Pension Contributions Support

This guidance is for purely Locum GPs only. Adjustments to pensions contributions for Type 1 or Type 2 GPs must be made by the GP practice or Solo provider.

How do I make a shortfall payment if I am a purely locum GP who has underpaid contributions?

If you are a purely GP locum who has underpaid contributions e.g. due to a Tier Rate change, you will need to send the shortfall payment to NHSE with the BACS reference in the following format:

- **SD number – your pension scheme number: 8 characters**
- **SHO (for shortfall)**
- **Month – the first 3 characters of the month the payment relates to**
- **Year – last 2 digits if the year the payment was for.**

For example: 12345678SHOMAR21

You will need to notify PCSE that you have made a payment and what the payment relates to:

- **Select 'Locum A and B' as the Pension Query category in the [PCSE Contact Us form](#)**
- **Select 'Upload form' so that the BACS reference box is enabled**
- **Enter the same BACS reference you entered when you submitted the payment via your bank**
- **Enter the area where you are registered on the Performers List**
- **Use the supporting evidence box to explain which year the payment relates to and what the payment is for. Please include your name, SD number (and GMC number). Please also state the correct tier rate that should be applied to your contributions.**

You will receive a case reference from PCSE confirming submission of the contact us form. PCSE will send you a follow up email once the payment has been processed to confirm your Pension contributions have been updated

Example 1 - Contact Us form for Locum shortfall payment

Pension query*

Locum A & B pension contributions

Please select your requirement;*

- Upload form
 Query

[Click here for information concerning Locum A & B pension contributions](#)

Have you submitted a payment in relation to Locum/Solo by BACS?*

- Yes
 No

BACS Reference Code*

12345678SHOMAR21

Area where you are registered on the Performer List*

London

Upload documents

(use the 'Add documents' button to add up to eight documents if required).

Max size 3.2 MB (Types: bmp, doc, docx, gif, jpg, pdf, png, rtf, tif, txt, xls, xlsx, ods, odt)

Select File

Add document

Enter any supporting evidence

Shortfall payment of £635 EE's and £689 ER's for 2020/21 due to tier rate change (Dr Joe Bloggs/GMC 1234567 / SD 12345678). Correct tier rate is 12.5%.

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How do I claim a refund if I am a purely locum GP who has overpaid contributions?

If you are a purely GP locum who has overpaid contributions, you will need to notify PCSE that you have made an overpayment and wish to request a refund. To do this you need to:

- Select 'Locum A and B' as the Pension Query category in the [PCSE Contact Us form](#)
- Select 'Query'
- Enter the area where you are registered on the Performers List
- Use the supporting evidence box to explain the value of the overpayment and which year it relates. Please include your name, SD number (and GMC number). Please also state the correct tier rate that should be applied to your contributions.

You will receive a case reference from PCSE confirming submission of the contact us form. PCSE will then send you a follow up email once the refund has been processed to confirm your Pension contributions have been updated. Refunds will be made directly to you, not through a practice.

Example 2 - Contact Us form for Locum refund request

Pension query*

Locum A & B pension contributions

Please select your requirement;*

- Upload form
- Query

[Click here for information concerning Locum A & B pension contributions](#)

Area where you are registered on the Performer List*

London

Enter details of your enquiry

Refund request for 2020/21 of £256 EE's due to tier rate change. Dr Jo Bloggs (GMC 1234567 /SD 12345678). Correct tier rate is 12.5%.

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