

**NHS****England****Primary Care Support England**

For distribution to Locums

# Submitting Locum Pension Administration Online

Primary Care Support England (PCSE) would like to encourage Locums to submit pension forms and pay contributions online, instead of posting forms and cheques.

For Locums, the process is quicker and more efficient, and allows PCSE to immediately allocate contributions to the correct pension fund.

When submitting pension forms via the enquiries form on the PCSE website, Locums will receive an email with confirmation of the form submission. This will include a case reference number which can be used to follow-up on the submission if needed.

## How to pay contributions online

 <b>Set up payee</b>	In your online banking facility, set up a new payee with the NHS England bank account details. If you need the details, please call 0333 014 2884 and PCSE can provide them over the phone. Please note: you will only need to input the payee details the first time you make this payment. The details are usually then stored in your online banking facility for your next payment.
 <b>Use unique identifying reference as payment reference</b>	Use the unique identifying reference generated on your locum B form as your payment reference. If the unique identifying number on your forms does not match the payment reference for your contributions, this will cause delays in allocating the payment to your pension fund.
 <b>Submit payment</b>	Enter the amount and make the payment.

## Submitting forms online

A quick and easy way to submit your locum forms is via the PCSE enquiries form at <https://pcse.england.nhs.uk/contact-us/>. Select 'GP Pensions' from the drop-down menu as the enquiry type, and complete the information requested. Please quote your payment reference number when prompted. Further information on this process can be found at [www.pcse.england.nhs.uk/organisations/gp-locums](http://www.pcse.england.nhs.uk/organisations/gp-locums)

Primary Care Support England provides administrative and support services for primary care on behalf of NHS England and is part of Capita plc.