GP Pensions

Type 1 Annual Certificate

Version V2.0 - 29th June 2022

NHS England

Primary Care Support England

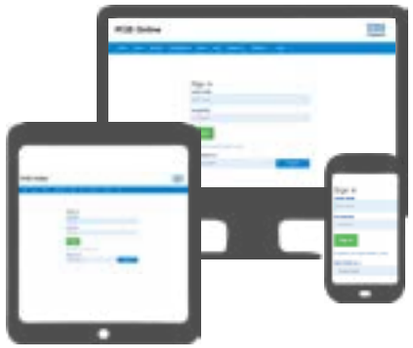
Introduction

GP Pensions administration is now managed through PCSE Online.

You can now complete and submit your Type 1 annual certificate form in PCSE online. Creating an easier and more efficient way to declare your annual income and contributions.

The purpose of the certificate is to calculate:

- **A provider's pensionable NHS earnings**
- **The level at which pension contributions need to be paid, and the contributions due**



We will use this information to reconcile payments received against the certificate and arrange to correct any under or over payments from the previous financial year. PCSE will process certificates submitted by the deadline of the 30th April.

It is important to remember to keep your Performer List professional details up to date as any discrepancies can cause unnecessary delays in the processing of your NHS Pension scheme details. Click **here** to view our support guide for managing your performer details through PCSE Online.

Also, if you need to search for a practice ODS code whilst filling our your Type 1 form, you can visit the **NHS Digital ODS Portal** by clicking the link **here.**

For further support with filling out your Type 1 form, you can find a video demo **here** which will give you an insight into searching for and adding a practice to your Type 1 form.

To use this guide, your user administrator needs to ensure you have been set up in PCSE Online with at least one of the following roles:

- **GPP - GP Principal**
- **GPP - GP Accountant**

Contents

If there is a specific section in this guide that you would like to see, please **click** one of the icons below to be taken straight to that section.

Page 1 - Pension Scheme Member Details

Pages 2 – 9 Recording my income and contributions

Page 10 – Additional Information

Pages 11 – 14 Other Declarations

Where can I see my historic Type 1 forms submitted through PCSE Online?

Step-by-step clicks

Further Support

Go back to the contents page

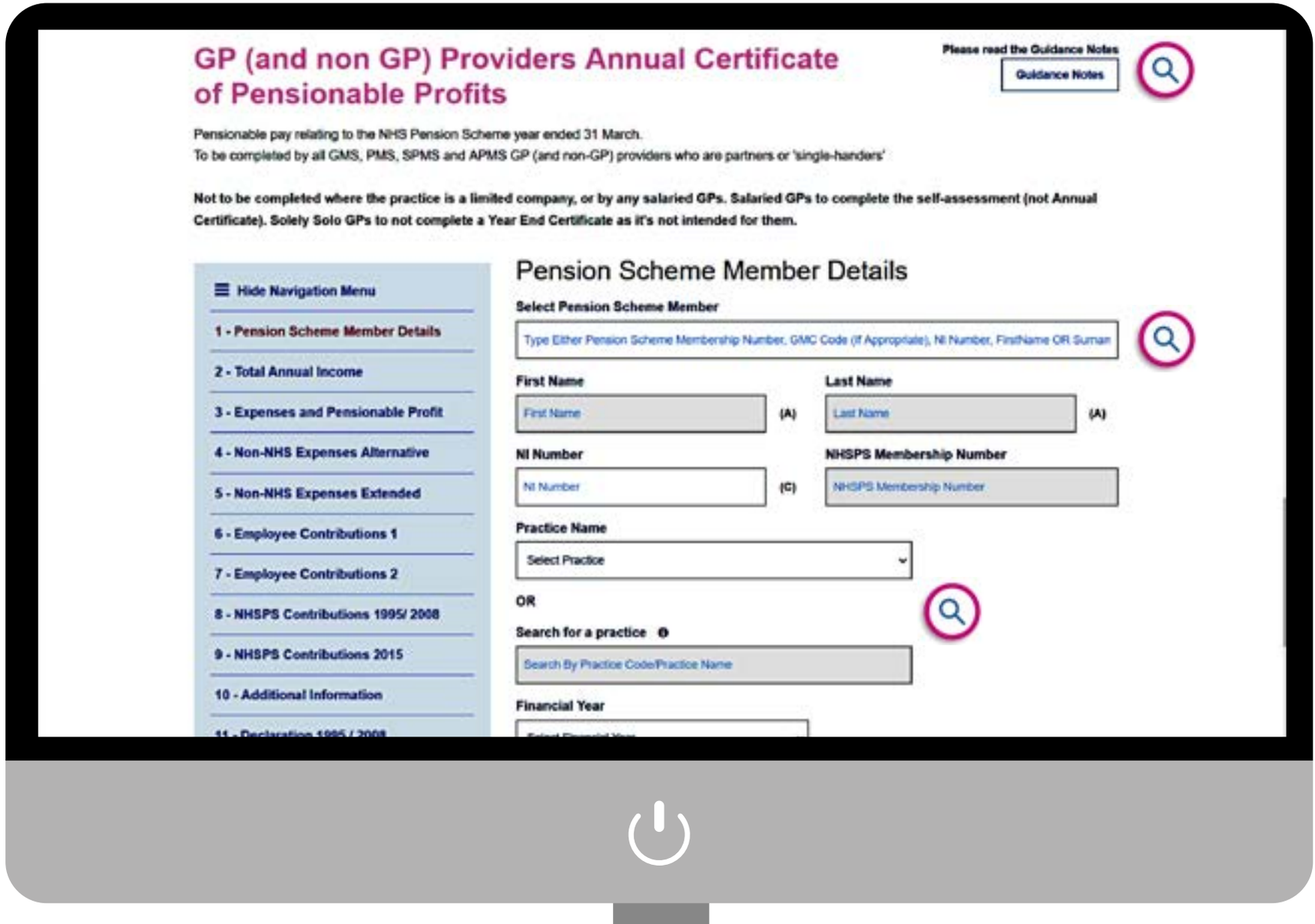
Page 1 - Pension Scheme Member Details

Before you can complete a Type 1 annual certificate, first you need to:

- **Log in to PCSE Online**
- **Click GP Pensions and Payments**
- **Choose Pensions**
- **Click Annual Certificate**
- **Click Annual Certificate**

You will now be on the **Pension Scheme Member Details** page of the Type 1 form.

You can click on the magnifying glass icons to see more information if required. When you're ready to move on click Next.



Go back to the contents page

Page 1 - Pension Scheme Member Details

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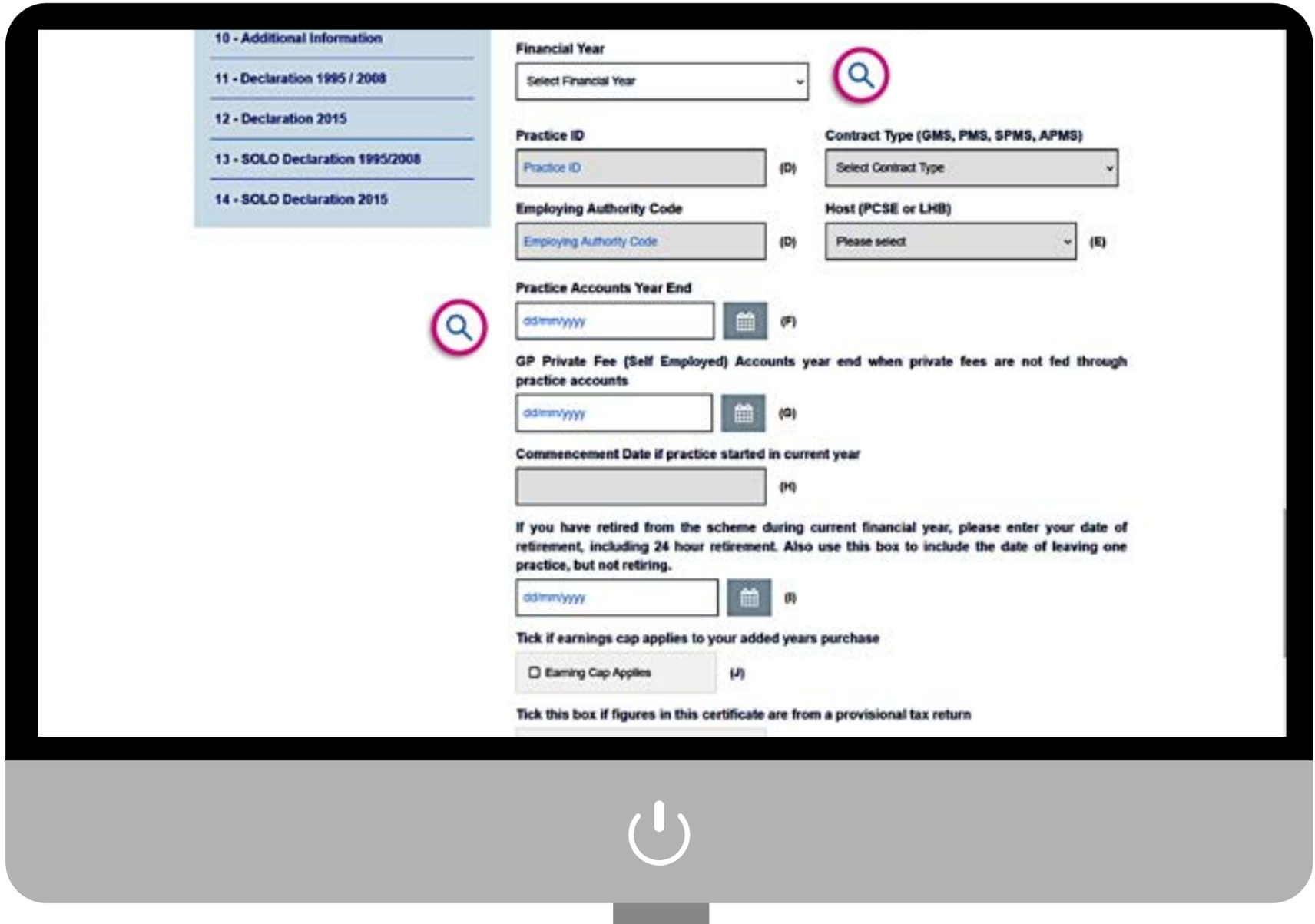

Go back to the contents page

Page 1 - Pension Scheme Member Details

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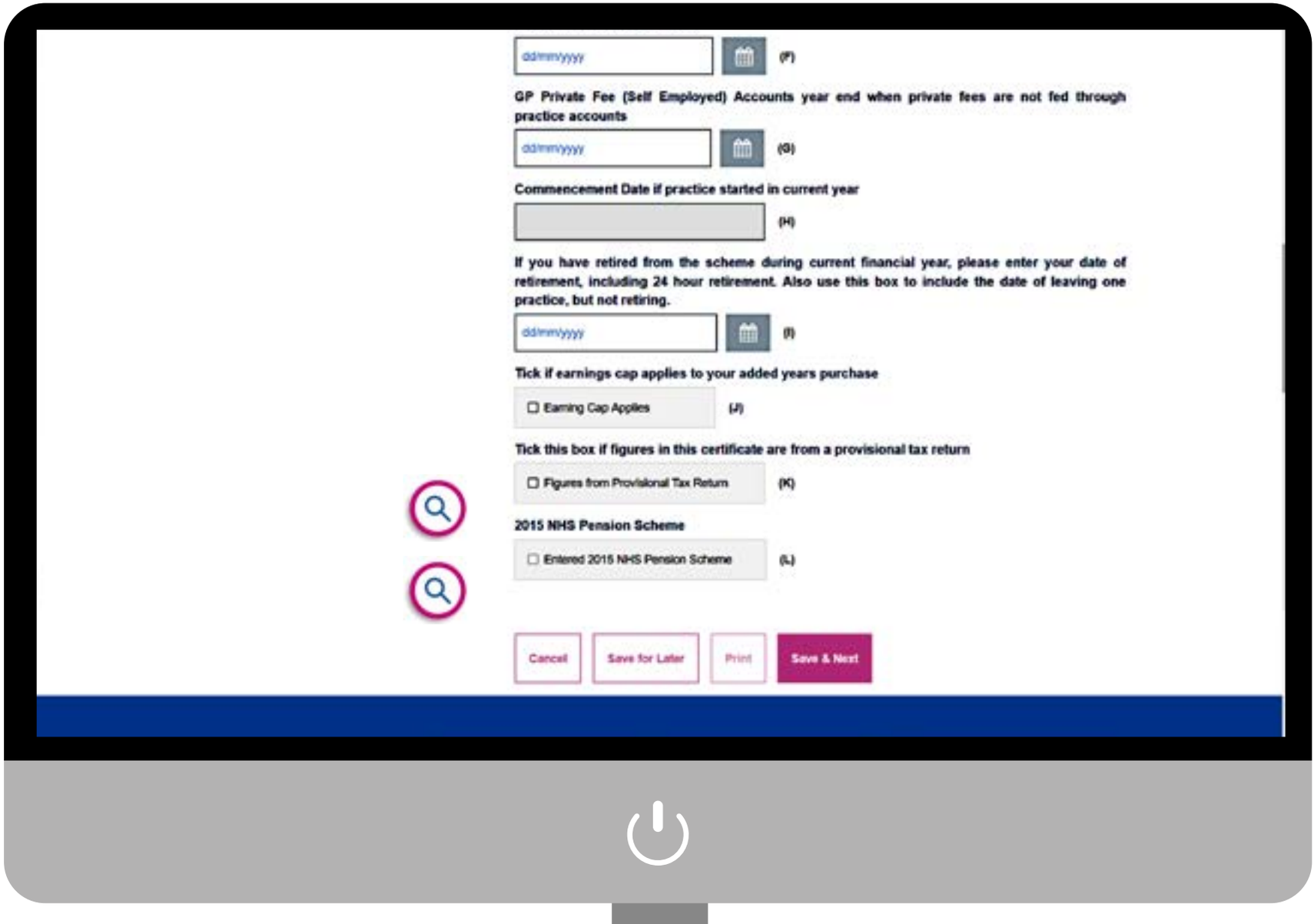


Once you have entered all of the relevant information, click **Save and Next** to move on in the form.

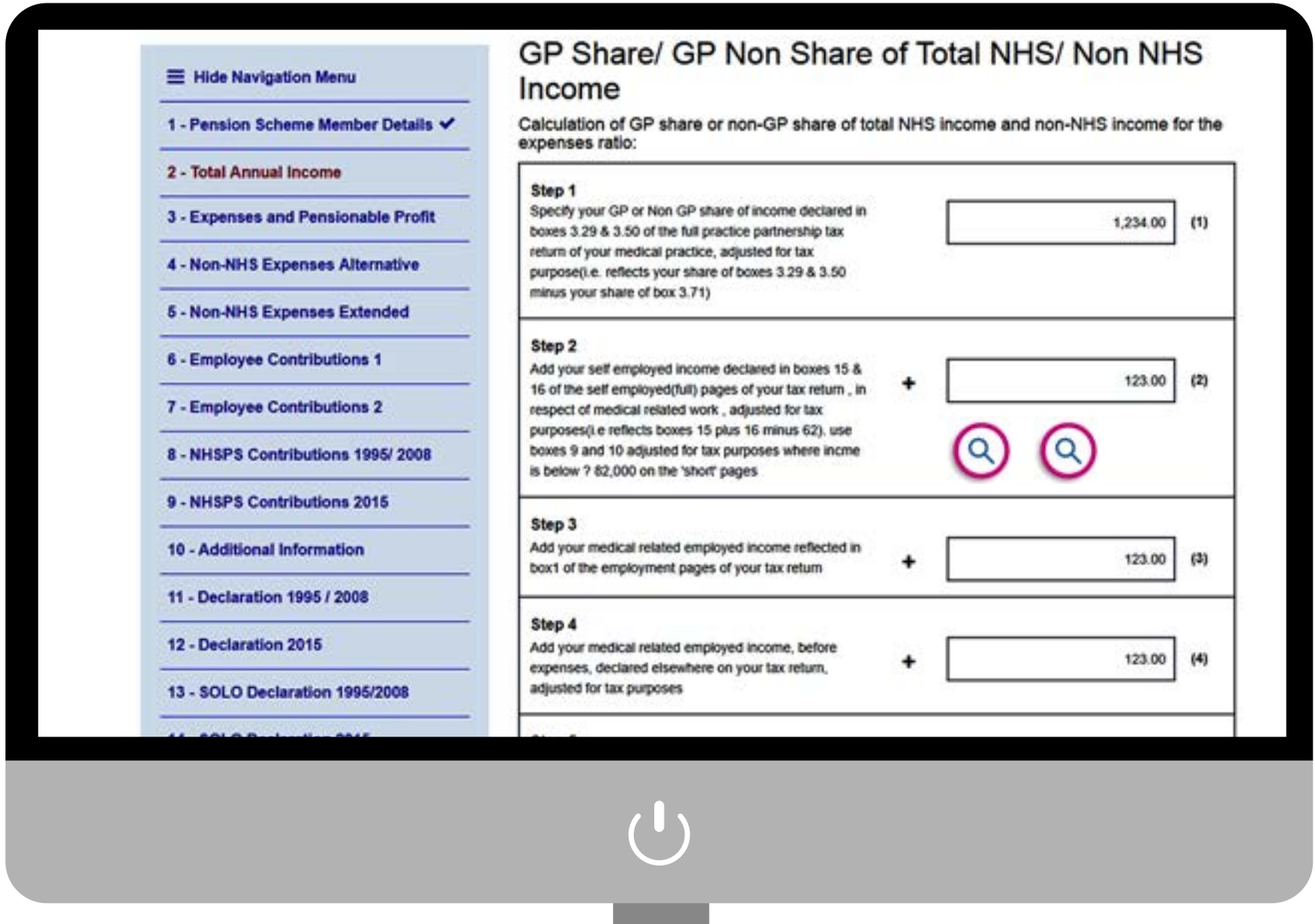
Save and Next

Go back to the contents page

Pages 2 – 9 Recording my income and contributions

Now that you have progressed past your **Pension Scheme Member Details**, you can now begin to work your way through the form recording your income from various different sources and logging the contributions that you have made to your NHS pension scheme.

You can click on the magnifying glass icons to see more information if required. When you're ready to move on click **Next.**



Go back to the contents page

Pages 2 – 9 Recording my income and contributions

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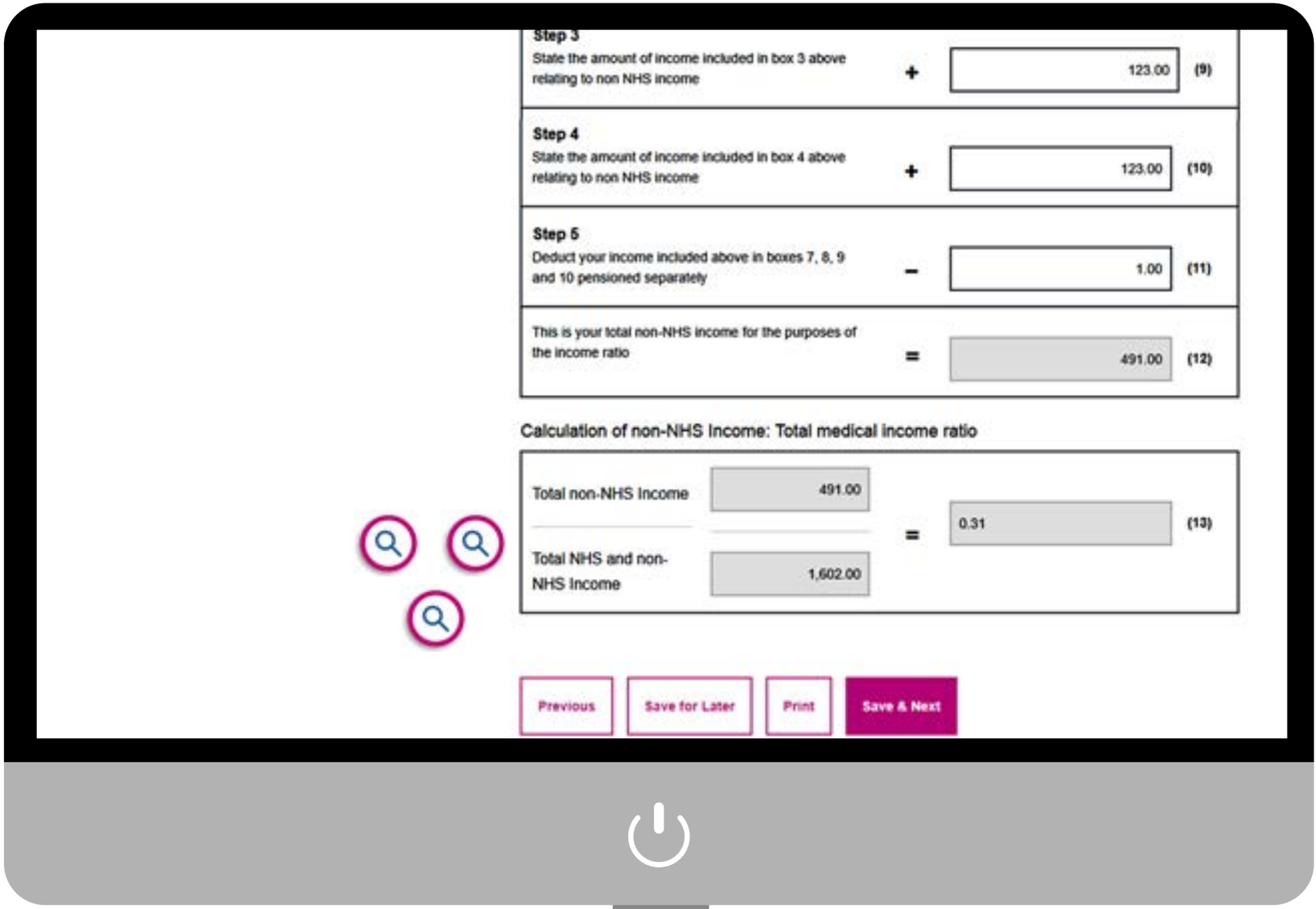


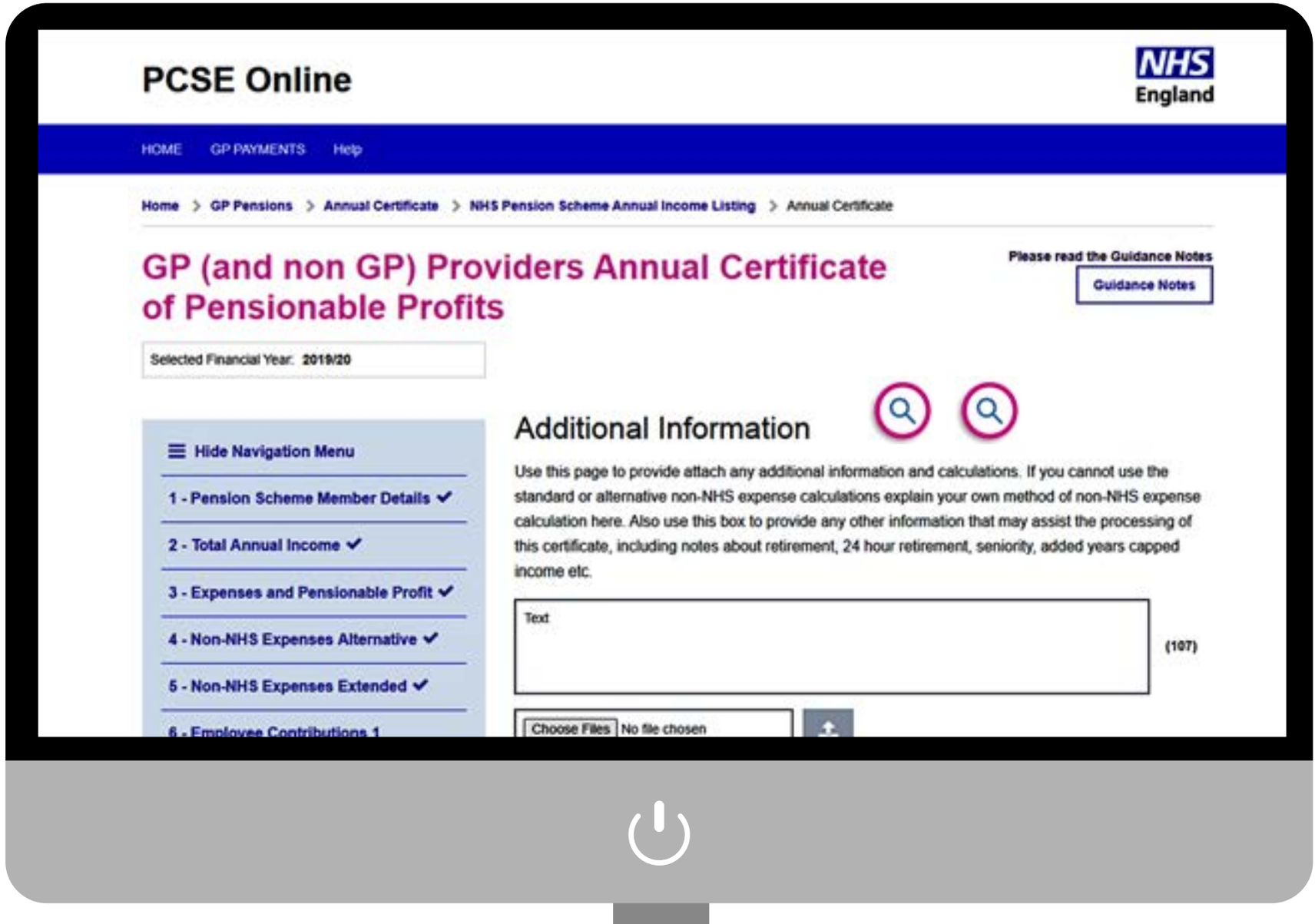
Go back to the contents page

Page 10 – Additional Information

Once you have completed pages 1 – 9, you will come the **Additional Information page.**

You will use this section to provide any additional information and calculations to support your annual certificate submission.

You can click on the magnifying glass icons to see more information if required. When you're ready to move on click **Next.**



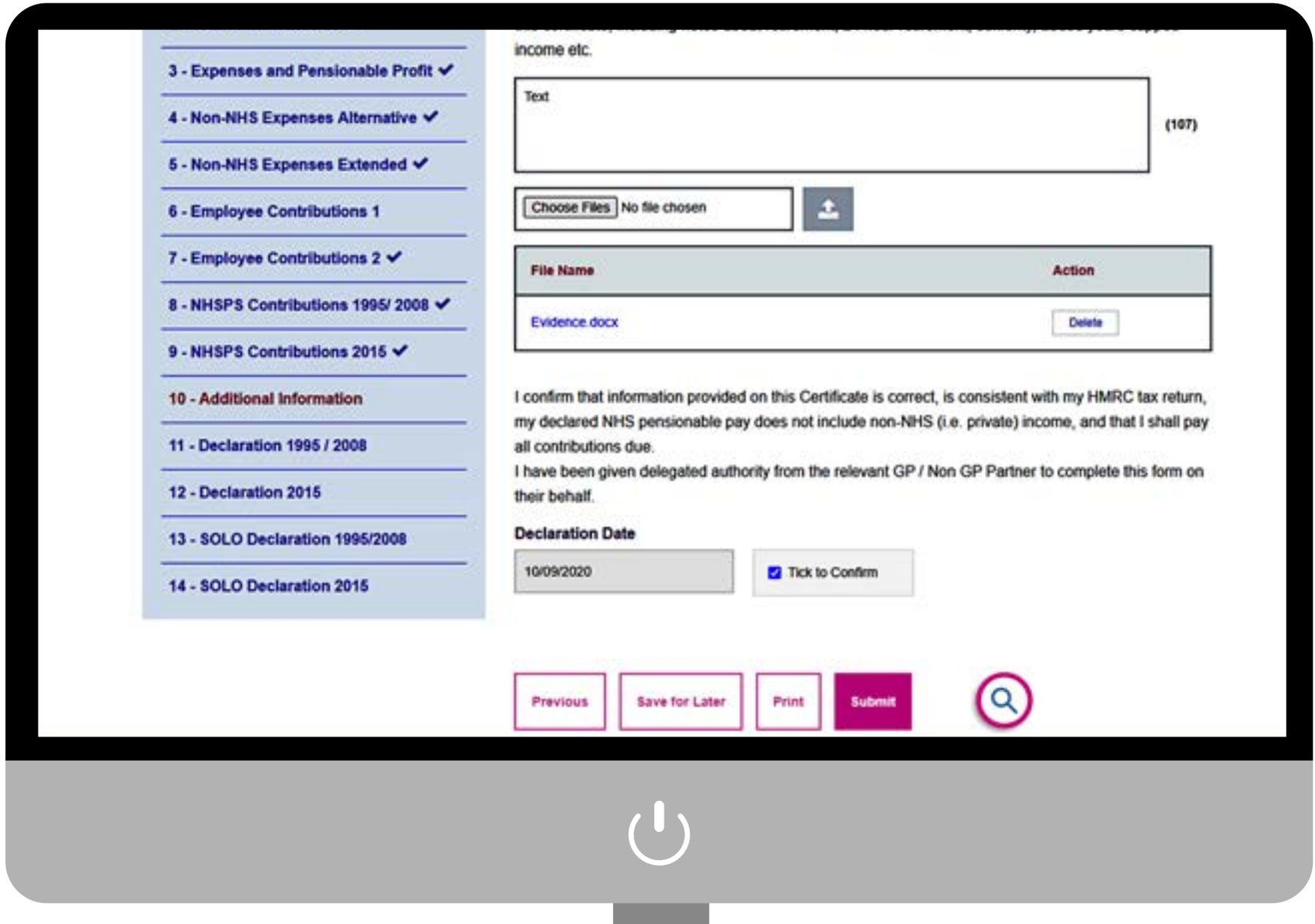
Go back to the contents page

Page 10 – Additional Information

You can click on the magnifying glass icons to see more information if required.

Once ready, you will have the option at the bottom of the page to Submit the form. You can also Save for later and Print the form.

Save for Later | Print | Submit



Go back to the contents page

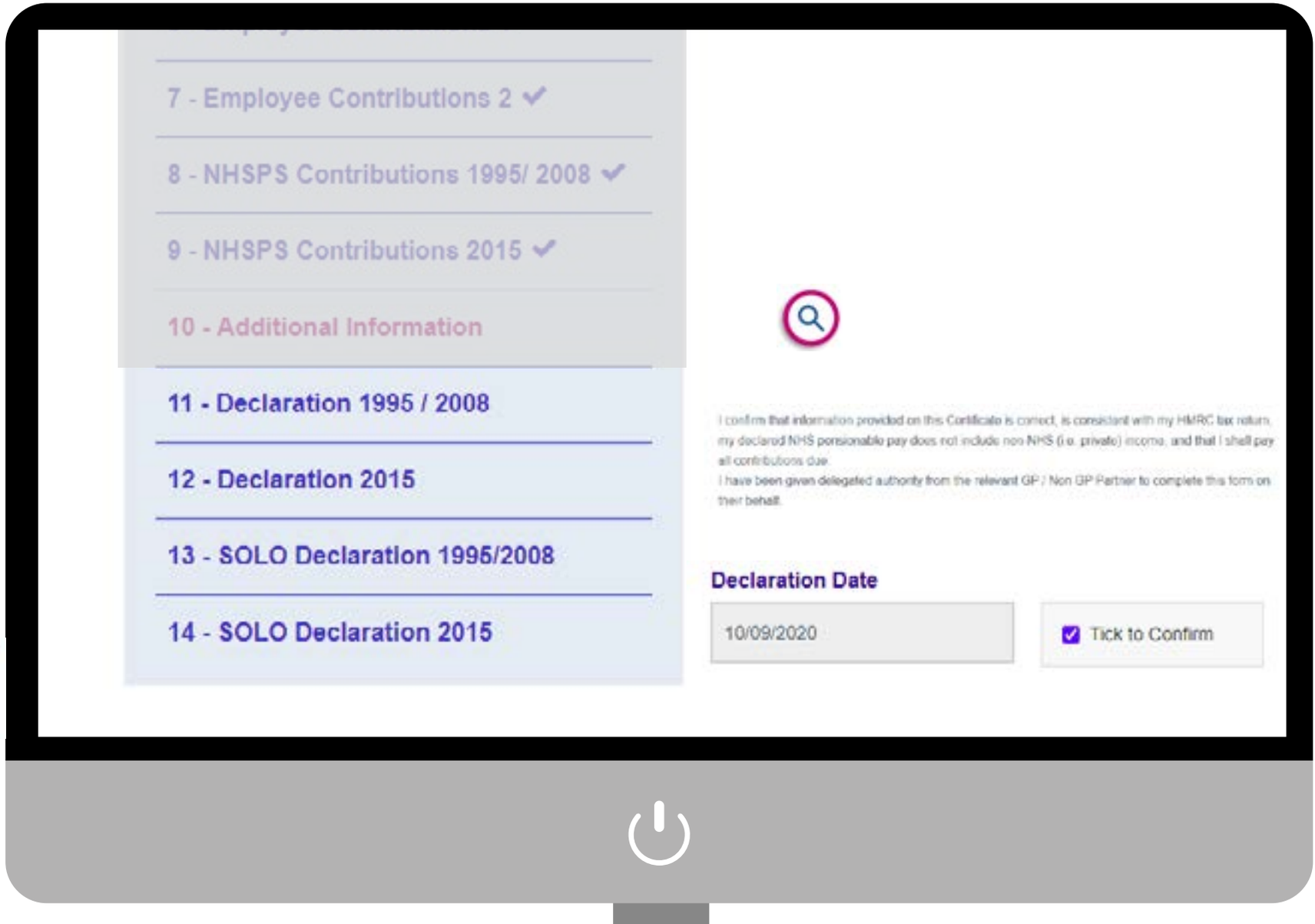
Pages 11 – 14 Other Declarations

Depending on your circumstances i.e. the type of work you have declared in the submission or which NHSPS you are a part of, you will be given the option for different declarations in the form.

You can click on the magnifying glass icons to see more information if required.

Once ready, you will have the option at the bottom of the page to Submit the form. You can also Save for later and Print the form.

Save for Later | Print | Submit



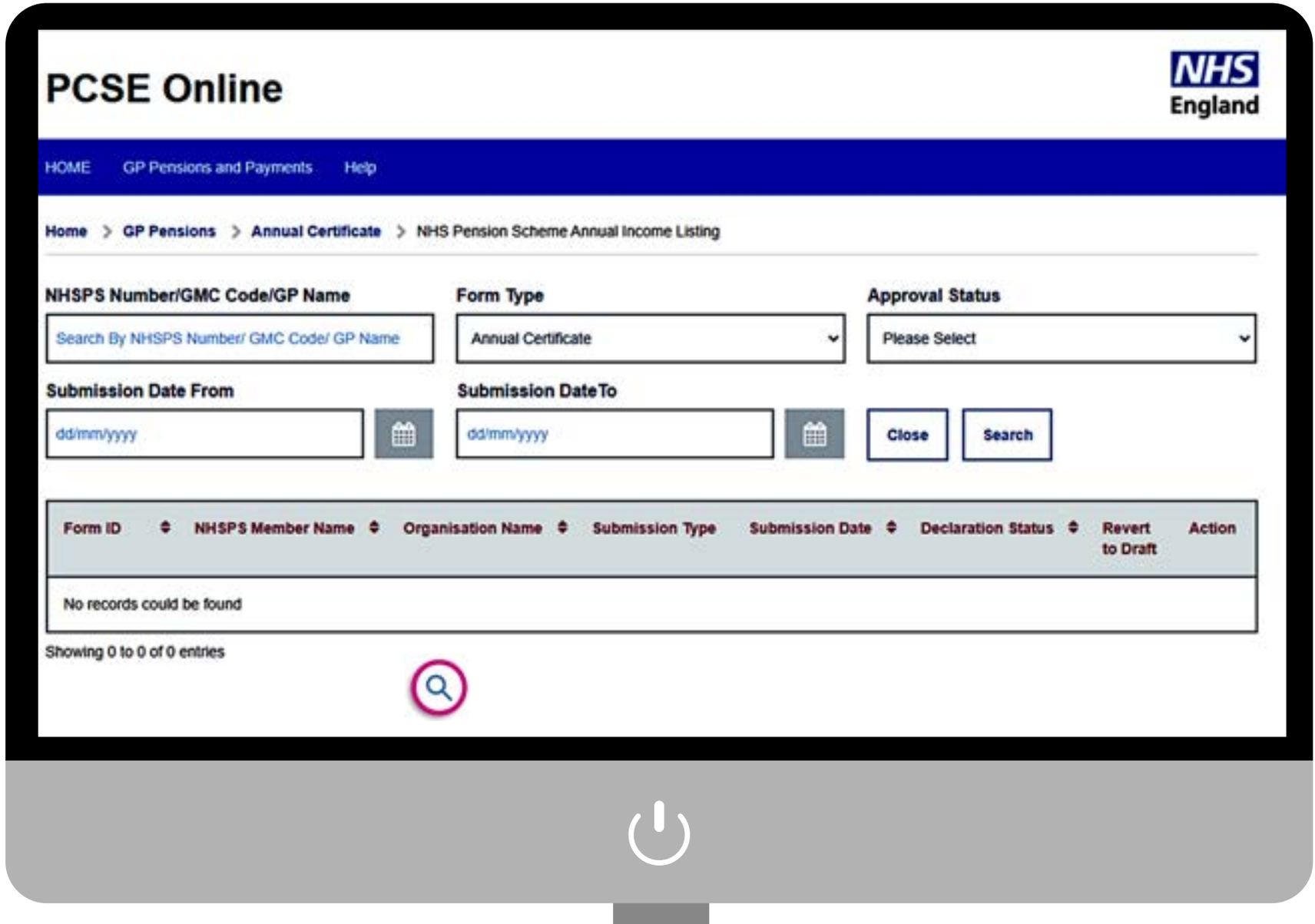
Go back to the contents page

Where can I see my historic Type 1 forms submitted through PCSE Online?

If you want to view historic Type 1 Annual Certificates submitted through PCSE online.

- Log in.
- Click on GP Pensions and Payments
- Click Pensions
- Click Annual Certificate
- Click Listing screen

Click on the magnifying glass icon to see more



Go back to the contents page

Step-by-step clicks

Each process been summarised below in a series of step by step quick clicks. If you would like to see these processes in more detail, return to the contents page and click on the relevant process.

Completing and submitting a Type 1 Annual Certificate

1. Log in to PCSE Online
2. Click GP Payments
3. Choose Pensions
4. Click Annual Certificate
5. Click Annual Certificate
6. Enter your GMC number to populate your personal and professional details
7. Enter your national insurance number and choose the relevant practice that you are registered against (if applicable)
8. Select the financial year that the annual certificate is relevant to
9. In the next few boxes, select the relevant dates if the sub-titles apply to you and your circumstances
10. Review the content and click Save and Next
11. Depending on the type of work you have carried out in this financial year, work your way through pages 2 to 9.

    These pages are as follows:

    - 2 - Total Annual Income
    - 3 - Expenses and Pensionable Profit
    - 4 - Non-NHS Expenses Alternative
    - 5 - Non-NHS Expenses Extended
    - 6 - Employee Contributions 1
    - 7 - Employee Contributions 2
    - 8 - NHSPS Contributions 1995/2008
    - 9 - NHSPS Contributions 2015

1. Add your additional information on page 10
2. Tick the declaration box and submit
3. If applicable, read and tick the declarations between pages 11 - 14

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Your feedback helps us to make things better.

How satisfied are you with this interactive guide for Type 1 annual certificates?

Very Satisfied

Satisfied

Dissatisfied

Very Dissatisfied

Go back to the contents page

Contact Us

For further support and information, please visit our website:

PCSE Website

www.pcse.england.nhs.uk

To visit PCSE Online:

PCSE Online

For queries relating to a particular service, please use our:

Online Enquiries Form

https://pcse.england.nhs.uk/contact-us/

Or alternatively, you can call our:

Customer Support Centre

0333 014 2884