



GP Pensions

# Opt-out Application

Version V2.0 - 29th June 2022

**NHS**

England

Primary Care Support England

# Introduction

GP Pensions administration is now managed through PCSE Online.

If you are looking to opt out of making contributions to your NHS pension, you can visit PCSE Online, log in using your own personal credentials and complete the new opt out form.



When you opt out of pension contributions through PCSE Online, the change takes effect from the next calendar month. The system will also log all of the changes you make to your pension scheme.

Keep in mind that opt out contributions will only backdate within the current financial year through PCSE online.

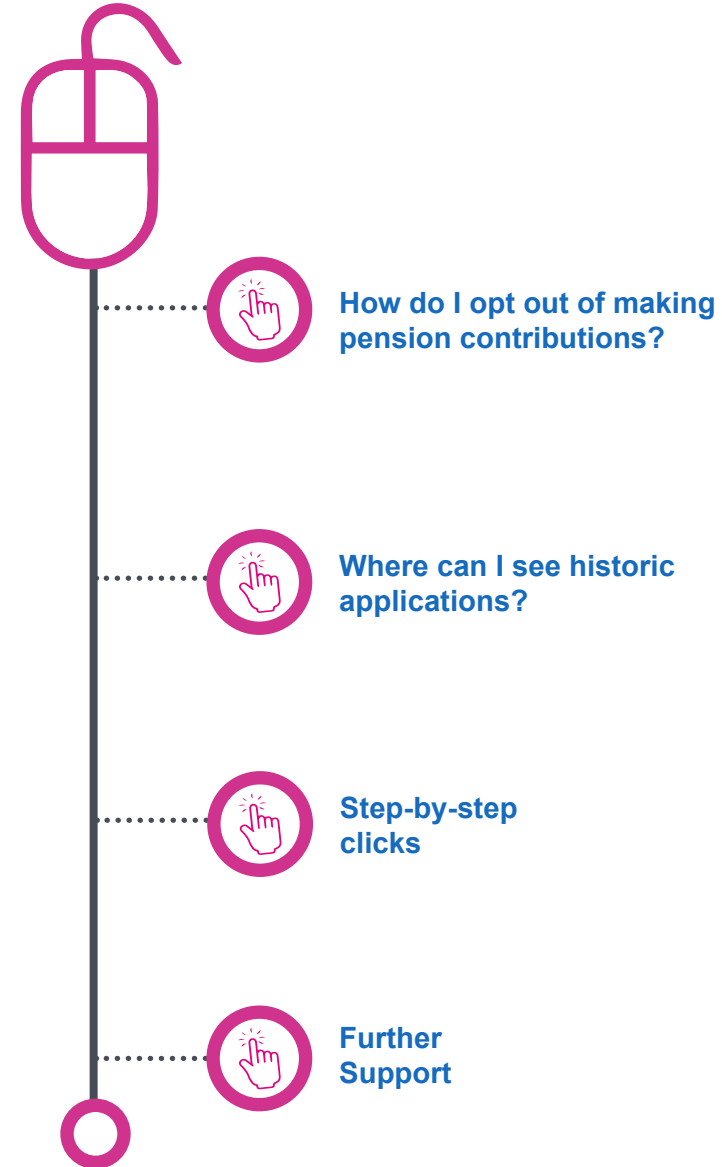
If you need to make arrangements for a crossover of the financial year, then requests to PCSE will have to be made outside of this process.

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 Salaried**
- **GPP - GP Practice Management**

# 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.





# How do I opt out of making pension contributions?

When you have made the decision to opt out of your NHS pension scheme, you will need to:

Log in.

Click on [GP Pensions and Payments](#)

Click [Pensions](#)

Click [Opt-Out](#)

Click [Employees Application](#)

Click on the [magnifying glass](#) icons to see more

The screenshot shows a web form titled "Employee's Application to leave the NHS Pension Scheme". The breadcrumb trail is "Home > GP Pensions > Opt Out > Pension Scheme - Opt-Out Form". There is a link for "Please read the Guidance Notes" with a "Guidance Notes" button. The form contains several text boxes: "Application Reference Number:", "Member Name: ABCOne ABCrincipal", and "Date: 22/06/2021". Below these is a dropdown menu for "Reason for Leaving Pension Scheme" with the text "Select Reason for Leaving Pension Scheme". There is also a date field for "Opt Out Start Date" with a calendar icon and a "Declaration" section at the bottom.





# How do I opt out of making pension contributions?

Click on the magnifying icons to see more information.

Once you have clicked **Submit** you will also need to confirm your choice by clicking the button on the next pop up box.

To continue to be a NHS Employee but to take a career-break from a single employment only, use the Leavers Form, through the relevant Employer. That will leave you as an active NHS Employee. Once you have joined another Employer, your Pension Contribution Deductions will re-commence, through that new Employer.

Application Reference Number:  Member Name: **ABCOne ABCPrincipal** Date: **22/06/2021**

**Reason for Leaving Pension Scheme**

Select Reason for Leaving Pension Scheme

**Opt Out Start Date**

**Declaration**

Completing this form will stop further deductions from your practice in respect of your contributions to the NHS Pension Scheme. You only need to complete this form once to stop deductions from all practitioner employments. Please see the NHS Pensions website for further details.

By submitting this form you confirm the above. Deductions will cease from the next practice payment(s).

**Date**

Tick to Confirm

**Confirm Submission**

Are you sure you want to submit this form?



# Where can I see historic applications?

If you want to view historic applications to opt out of the NHS pension scheme, you will need to:

Log in.

Click on **GP Pensions and Payments**

Click **Pensions**

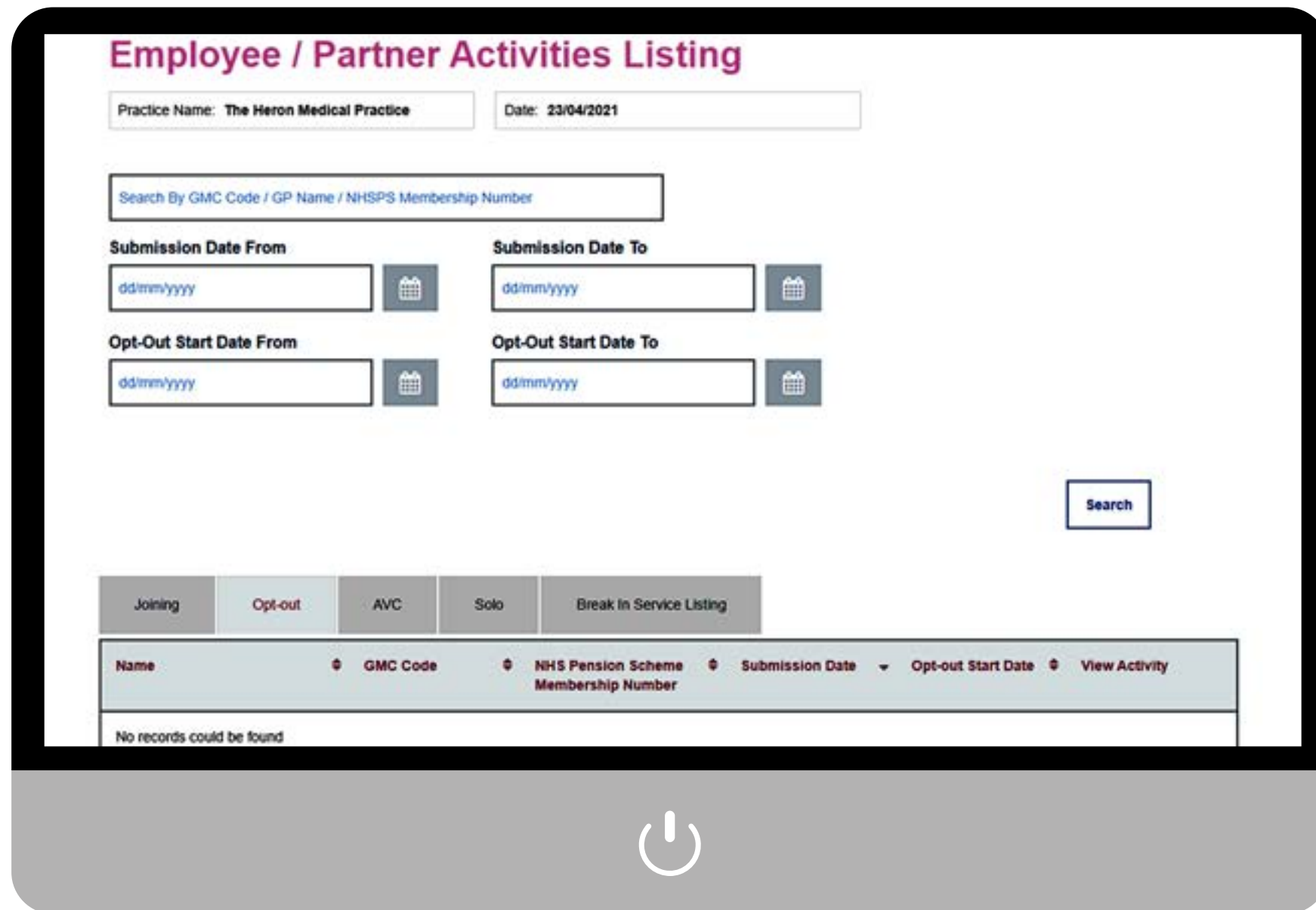
Click **Opt-Out**

Click **Applications Listing**

You will now be on the Applications listing screen where you can search your historic records for:

- **Joining**
- **Opting Out**
- **Additional Voluntary Contributions**
- **SOLO work**
- **Breaks in Service**

Click on the magnifying glass icons to see more





## Step-by-step clicks

This is a summary of the steps you need to take to opt of making any further pension contributions. If you would like to see these processes in more detail, choose [How do I opt out of making pension contributions?](#) from the contents page.

### How do I opt out of making pension contributions?

1. Log in
2. GP Payments
3. Pensions
4. Opt Out
5. Employees Application.
6. Enter the date you wish to be opted out on
7. Tick the declaration box
8. Click submit
9. Confirm your submission



## Primary Care Support England

Your feedback helps us to make things better.

How satisfied are you with this interactive guide for opting out of pension schemes?

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](http://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