

Guidance for the Completion of Net Pensionable Earnings Declaration for Performers

Part of the 2015/2016 Annual Reconciliation report

Gateway Reference: 02/NHSBSA/dental/03/16

The enclosed 2015/2016 end of year annual reconciliation report contains an estimate of the net pensionable earnings or equivalent for you as a performer on each contract that you have undertaken NHS dental services on between 1 April 2015 and 31 March 2016. These figures were submitted as an estimate by your Provider on each contract where you undertook NHS Dental Services and under the NHS Pension Regulations you must declare that these figure are correct.

The 2015/2016 annual reconciliation report (ARR) has been produced in accordance with the Statement of Financial Entitlements. NHS Dental Services has made annual reconciliation reports available to contract holders and Performers on behalf of health bodies.

You must complete this return even if you are not a current member of the NHS Pension Scheme, have retired but are still working, have incorporated and cannot 'pension' your net income from 7 November 2011 or have opted out for whatever reason.

What to do now

You are required by law to declare the actual net pensionable earnings or equivalent earned within each contract in the period 1 April 2015 to 31 March 2016 even if you are not in the NHS Pension Scheme.

A Performer's NHS pensionable income is their net GDS/PDS income paid up to 31 March of each year, excluding additional payments for maternity, paternity, seniority, long term sickness and trainers grant. A Performer cannot pension GDS/PDS income in respect of a colleague, nor can they pension/superannuate private income. Any payment for maternity, paternity and sick pay and the trainer grant should not be included in your net pensionable income or equivalent as this is outside of the practice ceiling limit of 43.9%.

For a number of reasons including some shown in the questions below, the estimated net pensionable pay or equivalent stated on the ARR may not be correct. **If the estimated net pensionable pay or equivalent is correct** you should log into Compass and agree the figures in conjunction with your Provider and then submit the record by 30 June 2016.

What to do next:-

1. Check each line to make sure the estimate against each contract (if you work on more than one contract) is correct.
2. If any need changing talk to the Provider of each contract and agree what the figure should be and then change the figures on-line.
3. Read the declaration and then submit the record before 30 June 2016.

Your questions answered

Why do I have to complete this declaration?

We need to know all the details shown on your declaration and for pension purposes the actual net pensionable earnings earned by you as a performer in the period 1 April 2015 – 31 March 2016. We can then ensure the correct contributions are paid into your pension if you are a scheme member. The yearly earnings estimate notified by your Provider(s) and entered into the Payments Online system was only an estimate and the amount you actually earned may have been different during this period. We would also like to ensure that if you are a non pensionable performer, i.e. not in the NHS Pension scheme, that your pay has been taken into account in order to establish the maximum allowable net pensionable pay for each contract you work under.

Why do I have to make the declaration?

It is a contractual requirement to complete this declaration and is detailed in the Statement of Financial Entitlement under paragraph 4.21 and paragraph 30 of schedule 3 to the GDS/PDS contracts regulations. It is also a statutory requirement under the NHS Pensions Scheme Regulations.

What happens if I do not submit the return before 30 June 2016?

There is a statutory obligation to do this declaration and you must submit it even if there are no changes. If your return is late or not received at all it may result in a zero pensionable pay return being notified to NHS Pensions even though contributions have been paid.

What figure does the 2015/2016 estimate of NPE include?

The estimated NPE figure provided by your Provider(s) uses the estimated earnings figure entered onto the Payments Online system for 2015/2016 by the health body and is the total of the payments scheduled by NHS Dental Services on the April 2015 to March 2016 inclusive schedule runs and shown on your monthly superannuation notification. You should check the figures and if your actual figure is different insert the correct net pensionable earnings for the period 1 April 2015 to 31 March 2016.

What happens if I have left any of the contracts listed?

We need to know precisely the net pensionable earnings earned by you on each contract in the period 1 April 2015 to 31 March 2016 so if you left but contributions continued to be taken then you, the Provider and or health body may need a refund of the contributions paid on that money. Please therefore enter the figure for the period up to when you left.

What happens if the figures I enter are different from the Providers figure?

You should discuss this with your Provider and agree the figures between you to ensure we have the correct and latest information.

What happens if I was paid for long term sickness?

The actual net pensionable earnings must not include any additional payments for maternity, paternity, seniority, long term sickness or trainers grant. The figure required is the net pensionable earnings earned in the period 1 April 2015 to 31 March 2016. Additional adjustment items should not be included.

What if I was working on a contract which isn't shown on my ARR?

You need to discuss this with the Provider of the contract you were working on so they can add it to their contract.

What do I enter if I retired part way through the year?

We need to know precisely the net pensionable earnings earned by you on each contract in the period 1 April 2015 to 31 March 2016 so if you retired but contributions continued to be taken then you, the Provider and or health body may need a refund of the contributions paid on that money. Please therefore enter the figure for the period up to when you retired.

When will I be informed of my final position for contributions for 2015/2016 to be paid to NHS Pensions?

Once you and your provider have agreed the amounts this will be available on the system. Any adjustments required as a result of your declaration will be carried out in July 2016. All adjustment will show on the July 2016 superannuation notification and will be taken or repaid in August 2016.

What happens if I incorporated (i.e. set myself up as a limited company)?

If you have incorporated then you cannot be a member of the NHS Pension scheme as the regulations do not permit this.

More information

For more information go to www.nhsbsa.nhs.uk/AskUs or go to www.nhsbsa.nhs.uk/dental or visit the NHS Pensions website www.nhsbsa.nhs.uk/pensions