

NHS Pensions Finance - Payment by Manual GP1 or DIR6: Only if Pensions Online (POL) access is not possible

Setup

- The Employing Authority (EA) or GP Practice must complete a Direct Debit mandate to set up an instruction with the employers bank allowing NHS Pensions to take the amount submitted from the designated bank account
- Email or call Equiniti Finance to request a Direct Debit Mandate.

For GP Practices call **01253 774660** or email nhsbsa.practicepayments@nhs.net

For EA's call **01253 774522/4717 or 4521** or email nhsbsa.eafinance@nhs.net

- The mandate must be printed off, completed and signed by an authorised person.
- The completed mandate must then be posted back to the Fleetwood address shown at the top of the mandate.
- The returned, completed mandate is then sent to the bank so the new instruction can be set up.
- Once set up, the instruction will give the NHS Pension Scheme permission to take the amount submitted from the designated bank account.
- It takes 10 to 14 days for the bank to set up the instruction so we would not be able to submit manual forms until we believe the bank has completed its action.

Payment

If the GP Practice or EA are unable to access POL, they can still facilitate the electronic submission method by sending in a form similar to the e-forms which Equiniti staff can then submit on behalf of the GP Practice or EA.

GP Practices

- Complete a manual GP1 form and send the form at least three days before the deadline date to allow for processing, preferably via email or fax. If necessary they can be posted but this is not advised as they can be lost in transit.
- Email GP1 forms to nhsbsa.practicepayments@nhs.net
- Fax GP1 forms to 01253 774410
- Post GP1 forms to: NHS Pensions – Contribution collection
Equiniti Finance, Room 062,

Hesketh House
200-220 Broadway
Fleetwood, Lancashire, FY7 8LG

EAs

- Complete a manual DIR6 form and send the form at least three days before the deadline date to allow for processing, preferably via email or fax. If necessary they can be posted but this is not advised as they can be lost in transit.
- Email DIR6 forms to nhsbsa.eafinance@nhs.net
- Fax DIR6 forms to 01253 774410
- Post DIR6 forms to: NHS Pensions – Contribution collection
Equiniti Finance, Room 062,
Hesketh House
200-220 Broadway
Fleetwood, Lancashire, FY7 8LG
- The Manual GP1 and DIR6 forms are processed on the day of receipt and payment will normally be taken from the designated bank account 2-3 working days later.