NHS Pensions - Completion of GP Locum forms

- **Commissioning body** (i.e. GP Practice) commissions Locum to carry out required work.

- **Locum** carries out work and completes Part 1 of Locum form A and sends to commissioning body along with an invoice for work completed.

- **Commissioning body** completes Part 2 of Locum form A and returns form to Locum along with full payment (including employers contributions).

- **Locum** completes Locum Form B recording all pensionable pay in one calendar month and sends both Locum forms A and B along with all employee and employer contributions to PCSE.

- **PCSE** reconcile payments received against Locum forms submitted and submits data to NHS Pensions.

- **NHS Pensions** creates and produces Total Reward Statement/Annual Benefit Statement.