NHS Business Services Authority

NHS Pensions - Completion of GP Solo form

Commissioning body (i.e. OOHP, CCG) commissions GP to carry out required work	GP completes work and invoices commissioning body (if applicable)	Commissioning body completes Part 1 of GP SOLO form and sends form and payment to GP (minus employer contributions and Tax/N.I. if applicable)	GP completes Part 2 to confirm receipt of payment and returns GP SOLO form to the commissioning body	Commissioning body send GP SOLO form and both the employee and employer contributions to PCSE	PCSE reconciles forms and payments received against the annual certificate / self-assessment and submits annual data to NHS Pensions	NHS Pensions creates and produces Total Reward Statement/Annual Benefit Statement