

**Purpose**

GP Locum's monthly certificate to advise Practitioner Services of NHS pensionable earnings.

To claim NHS scheme membership for GP Locum work, you must complete Part 1 on this form and send with your monthly invoice to the appropriate GP Practice. You will need a separate form for any additional GP Practices.

Only NHS GP Locum services contracted directly between a GP Locum and an NHS GP practice may be entered on to this form. GP Principals and Salaried GPs cannot pension income as a GP Locum in their own practice using this form.

**PART 1: To be completed by the GP Locum**

Your Name:

National Insurance Number:

Superannuation Number:  S  B  /

Please enter below the dates you worked as a GP Locum (*enter in dd/mm/yy format*)

From  to  From  to

From  to  From  to

From  to  From  to

From  to  From  to

From  to  From  to

I declare that the information I have given in this Part is correct and complete and I understand that if it is not disciplinary action may be taken against me. I claim payment of monies due to me for NHS work carried out as a Locum during the dates specified in this part.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2: To be completed by a GP Practice authorised signatory**

GP Locum's **gross earnings** for the NHS work shown in Part 1 above.  
**Do not include travel expenses or other expenses**

£

I certify that this practice has paid the GP Locum named in Part 1 the gross amount shown for the NHS work declared in Part 1 and I confirm that he/she does NOT work as a GP in this practice.  
I understand that, if the amount shown is not correct, disciplinary action may be taken.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Practice Ref

Practice Stamp

**Complete both Parts 1 and 2 of this form prior to submission to Practitioner Services.**

**Please scan & return the form to Practitioner Services: [nss.locumcontributions@nhs.scot](mailto:nss.locumcontributions@nhs.scot)**