STPS05 MISCELLANEOUS UPDATE

This form should be used to inform us of changes to the member's personal details:

- title
- surname
- forename(s)
- address

Detailed instructions about how to complete each field are included in this document. Hotspots are available on EDM to guide you through manual entry. It is important to complete the date boxes accurately to allow us to upload the forms to the member's record.

Please ensure you enter the correct pay reference number that you sent when the member commenced pensionable employment in the post you are reporting the change.

Where a member has multiple posts with the same employer you only need to send one STPS05 form to change the details for all posts. For all other forms we require a return for each post.

Column No.	Description	Guidance For Form Filling
Column 1	STPS05 Miscellaneous Change Form	STPS05 is the title of the Scottish Teachers' Pension Scheme miscellaneous update form which should be completed by the employer's payroll department. Each cell in this column will be 2 digits. As this is a miscellaneous change form, it will always be 05. **2 digits**
Column 2	Employer's Code	Employer's unique 5-digit code, e.g. 00501 = Smith Hall School. **5 digits**
Column 3	Superannuation Number	Scottish state schools have a legal requirement for all teachers teaching to be registered with GTC Scotland. Each number is unique to the member. For colleges and private schools, SPPA will supply a special inclusion number and we will write to both the member and the employer. **Enter as 000000 if unknown**. **6 digits**
Column 4	Pay Reference Number	The member's pay reference number must be unique to each post and quoted on all correspondence. Where the member has two part-time posts, each post must have a different pay reference number. If pay reference numbers are not normally used by an employer, they must be constructed with anything up to a maximum of 15 digits and in all cases must be unique in the first 10 digits. PLEASE NOTE: it is not good practice to use zeros at the start of the pay reference number as this number can be lost during re-formatting. For example: 0619ASMITH – risk that leading zero will be lost **SMITH0619A – Best Practice** **15 digits maximum**
Column 5	Date of Birth	This is always written in DDMMYYYY format. For example, if someone was born on 5 June 1956, the entry would be 05061956. **8 digits**

Column No.	Description	Guidance For Form Filling
Column 6	Title	The member's title. Up to 4-character code detailing the member's title. ▪ DR ▪ MISS ▪ MR ▪ MRS ▪ MS ▪ PROF ▪ REV ▪ SIR ▪ SR ▪ MX **Maximum of 4 digits**
Column 7	Sex	Enter M for Male or F for Female. **1 digit**
Column 8	Surname	Member's surname in upper case, e.g. BRYANT. **Maximum of 25 Characters**
Column 9	Forename	Member's first name in upper case, e.g. FREDERICK. No initials. Full name is required. **Maximum of 25 Characters**
Column 10	Middle Name Initials	Please enter a maximum of 3 characters separated with a space, e.g. A D G. **Maximum of 3 Characters**
Column 11	National Insurance Number	This is the member's unique identifier to track their personal contributions to the UK social security system. Use a valid NI number format, e.g. AB123456C. **9 characters**
Column 12	Start Date	Date work started on current contract (make sure you are reporting against the correct pay reference number). Accepted in the following format, e.g. For someone starting work on 6 September 2017, the entry would be 06092017. Always written in DDMMYYYY format. **8 digits**

Column No.	Description	Guidance For Form Filling
Column 13	Employee Contribution Rate	No input necessary so please leave blank.
Column 14	Address 1	Line 1 of the member's home address. **Maximum of 30 characters**
Column 15	Address 2	Line 2 of the member's home address. **Maximum of 30 characters**
Column 16	Address 3	Line 3 of the member's home address. **Maximum of 30 characters**
Column 17	Address 4	Line 4 of the member's home address. **Maximum of 30 characters**
Column 18	Post Code	Use a valid post code format, e.g. TD1 3TE. Always include a space. **Maximum of 8 characters**
Column 19	Notes	Any relevant comments the employer wishes to include regarding member's details. **Maximum of 200 characters**