

NSR03 ANNUAL RETURN FORM

The NSR03 Annual Return form should be used to submit financial information for the previous reporting year.

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.

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How to complete form NRS03 Annual Return

<u>NSR 03 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	NSR03 Annual Return Form	NSR03 is the title of the NHS Pension Members Annual Return form which should be completed by the employers payroll department. Each cell in this column will be two digits, e.g. '03' 2 digits.
Column 2	Superannuation Number	This is the members unique reference number also referred to as an SB number. This must be entered if known. Please leave blank if unknown. 7 digits.
Column 3	Employment Number	Also referred to as a contract number. Please remember to complete this section. Please leave blank if unknown. 3 digits.
Column 4	Pay Reference Number	In the case of GP practices, this should always be the practice identifier number that was issued with your administration pack. The number will always start with two prefix letters, the second of which will be a 'P', followed by five digits. Please make sure you enter this carefully. For example, there is a significant difference between GP00001, GP00010 and GP00100. The first code denotes the first practice in Glasgow, the second code denotes the tenth, while the third code denotes the one- hundredth. Please enter from left hand side and enter zeroes in the other eight boxes - GP00010 would be entered as GP0001000000000. If the code is incorrect or missing, SPPA will not know where the member is employed. If you are in any doubt what your practice identifier number is, please contact us before submitting any information. 15 digits.
Column 5	Date of Birth	This is always written in DDMMYYYY format. For example, for someone born on 5 June 1956, the entry would be 05061956. 8 digits.

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Column 6	Surname	Member's surname in uppercase, e.g. BRYANT.
Column 7	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required
Column 8	Middle Name Initials	Please enter a maximum of 3 characters separated with a space e.g A D G
Column 9	Full Time Day (FTD)	<p>This is the number of days worked. To calculate the FTD for a full time employee, count the number of days (including public holidays, Saturdays and Sundays, but exclude 29 February in a leap year), from 1 April (or the date they started in the scheme if that is later in the year) to 31 March of the following year.</p> <p>In the case of part-time staff, the FTD are derived from the proportion of time the individual is employed compared to an equivalent full time employee. To calculate this, the following formula should be used:</p> <p>Number of hours worked per week / Number of Full Time hours x Number of days in the period.</p> <p>3 digits.</p>
Column 10	Employees Pensionable pay	<p>This is the amount of pay upon which the member has paid contributions from 1 April (or the date they started in the scheme if later) to 31 March of the following year, inclusive.</p> <p>Please complete this in a £££££pp format, entering zeroes in any unused boxes. For example, enter £11459.30 as 01145930. Do not enter a decimal point.</p> <p>8 digits</p>
Column 11	Employers Pensionable pay	<p>Complete only if member has received reduced earnings e.g Maternity or sick pay. Enter the pay that would have been earned had the member not had their earnings reduced.</p> <p>Please complete this in a £££££pp format. For example, enter £11459.30 as 01145930. Do not enter a decimal point.</p> <p>8 digits</p>
Column 12	Employee Contribution Rate	<p>Rate should be entered in format 0000, e.g. 0520 for 5.2% or 0580 for 5.8%.</p> <p>4 digit.</p>

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Column 13	Employees Pension Contributions	<p>This is the actual amount of contributions paid from 1 April (or the date the employee started in the scheme if later) to 31 March of the following year, inclusive.</p> <p>The percentage must be in accordance with the published contribution table and applied to the figure entered at position 9.</p> <p>Please enter it in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.00 as 0145900. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 14	Employers Pension Contributions	<p>This is the actual amount of contributions paid between 1 April (or the date the employee started in the scheme if later) and 31 March of the following year.</p> <p>It is a % of the figure entered at position 9 (currently 14.9%). However, certain factors may influence the amount on which the rate is calculated.</p> <p>Enter figures in a £££££pp format, putting zeroes in any unused boxes. For example, enter £1459.23 as 0145923. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 15	Please input zeros	<p>Previously called Added Years Contributions Pre 83</p> <p>This fields will no longer hold a value and instead you should input seven zeros.</p> <p>Please input as 0000000</p> <p>7 digits</p>
Column 16	Please input zeros	<p>Previously called Unreduced Lump Sum Contributions Pre 83</p> <p>This fields will no longer hold a value and instead you should input seven zeros.</p> <p>Please input as 0000000</p> <p>7 digits</p>

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Column 17	Additional percentage contributions	<p>This is the amount of contributions a member has paid for Added Years and Early Retirement Reduction Buy Out (ERRBO).</p> <p>Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point.</p> <p>7 digits</p>
Column 18	Additional Pension contributions	<p>This is the amount of contributions a member is paying for an Additional Pension contract.</p> <p>Complete it in a £££££pp format entering zeroes in any unused boxes. For example enter £325.75 as 0032575. Do not enter a decimal point.</p> <p>7 digits.</p>
Column 19	Salary Rate at 31 March	<p>This is the member's annual rate of salary at 31 March each year. For part-time employees use the full time equivalent salary. Round total to nearest whole pound.</p> <p>Complete it in a £££££pp format, entering zeroes in any unused boxes. For example, enter £59,700.00 as 05970000. Do not enter a decimal point. The salary rate for part-time employees should be shown as the full time equivalent</p> <p>8 digits</p>
Column 20	State scheme earnings	<p>PLEASE NOTE WE ONLY REQUIRE THIS BOX TO BE COMPLETED FOR DATA PRIOR TO 05/04/2016.</p> <p>This is the amount the member earned where national insurance contributions are deducted. Other names for this are contracted out earnings and NI earnings. Enter whole pounds only.</p> <p>Enter figures in a ££££££ format, putting zeroes in any unused boxes. For example, enter £34000 as 034000. Do not enter a decimal point or pence.</p> <p>6 digits</p>
Column 21	Start Date or Start of Financial Year	<p>If a member starts their NHS pensionable employment during the year, enter that date here. Otherwise, enter 1 April of reporting year.</p> <p>Always use a DDMMYYYY format. For example, enter 1 April 2015 as 01042015.</p> <p>8 digits</p>

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Column 22	Domiciliary fees	Leave blank.
Column 23	Type of employment	<p>Enter the relevant two digit code from the following list:</p> <p>01 - Practice Manager, Fund Manager, Receptionist Secretarial, Clerical and other Admin staff Officer 02 - Cleaner or other person employed on manual duties Officer(Manual) 03 - Mental Health Officer 04 - Mental Health Officer, Physio, Health Visitor 05 - Mental Health Officer (Manual) 06 - Practice Nurse, Physio, Mid Wife, Health Visitor 07 - Medical Officer, Doctor, GP Trainee 08 - Mental Health Officer, Doctor, GP Trainee 09 - GP Principals only. Their forms and returns should be submitted by Practitioner Services Division (PDS) to the Agency 10 - Dental Practitioner 11 - Max P/T Specialist 12 - Max P/T Specialist (MHO) 13 - P/T Specialist 14 - P/T Specialist (MHO) 16 - Practitioners employed as Assistant Medical Practitioners including those on retainer scheme 17 - Assistant Dental Practitioners</p> <p>If a member has changed their occupation during the year, you must send form NSR04 to SPPA to notify the change. Not Applicable to service type 09, 10, 16, 17</p> <p>2 digits</p>
Column 24	Type of Service	<p>Enter the relevant two digit code from the following list:</p> <p>01 Whole time 02 Part-time 03 All Practitioners in 09, 10, 16 and 17 employment types as shown above.</p> <p>If a member has changed from working part-time to full time or vice versa during a year, form NSR04 must be sent to SPPA to notify the change.</p> <p>2 digits</p>

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Column 25	Arrears of contributions	<p>Complete this field for Maternity or Career Break contribution recovery. If no contributions are being recovered please fill the space with zeroes or leave blank.</p> <p>If you make an entry, use a ££££pp format, entering zeroes in any unused boxes. For example, enter arrears of £438.93 as 0043893. Do not enter a decimal point.</p> <p>7 digits</p>
Column 26	Notes	Any relevant comments the employer wishes to include regarding members' leaver details