

## **NSR05 MISCELLANEOUS UPDATE FORM**

The NSR05 Starter form should be used to submit changes to a pensionable employment such as:

- Change of name
- Change of address
- Change of marital status

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.

## NSR05 MISCELLANEOUS UPDATE FORM

### How to complete form NRS05 Miscellaneous Update

<u>NSR 05 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	NSR05 Miscellaneous Update	NSR05 is the title of the NHS Pension Member's Miscellaneous Update form which should be completed by the employer's payroll department. Each cell in this column will be two digits, e.g. '05'  <b>2 digits</b>
Column 2	Superannuation Number	This is the members unique reference number also referred to as an SB number. This must be entered if known.  <b>Please leave blank if unknown.</b>  <b>7 digits</b>
Column 3	Employment Number	Also referred to as a contract number. Please remember to complete this section.  <b>Please leave blank if unknown.</b>  <b>3 digits</b>
Column 4	Date of Birth	This is always written in DDMMYYYY format. For example, for someone born on 5 June 1956, the entry would be 05061956.  <b>8 digits</b>
Column 5	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.  <b>15 digits</b>

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Column 6	Title	Please chose from the following DR, MISS, MR, MRS, MS, PROF, REV, SIR, SR, UNKNOWN OR MX.
Column 7	Sex	Enter 01 for Male and 02 for female.
Column 8	Surname	Member's surname in uppercase, e.g. BRYANT. <b>Maximum 25 characters</b>
Column 9	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required <b>Maximum 25 characters</b>
Column 10	Middle Name Initials	Please enter a maximum of 3 characters separated with a space e.g A D G <b>Maximum 5 characters including spaces</b>
Column 11	National Insurance Number	This is the members unique identifier to track their personal contributions to the UK social security system. Use a valid NI number format, e.g. AB123456C.
Column 12	Start Date or Start of Financial Year	If a member starts their NHS pensionable employment during the year, enter that date here. Otherwise, enter 1 April of reporting year.  Always use a DDMMYYYY format. For example, enter 1 April 2015 as 01042015. <b>8 digits</b>
Column 13	Address Line 1	Line one of the members home address. <b>Maximum 30 characters</b>
Column 14	Address Line 2	Line two of the members home address. <b>Maximum 30 characters</b>
Column 15	Address Line 3	Line three of the members home address. <b>Maximum 30 characters</b>
Column 16	Postcode	Use a valid postcode format e.g. TD1 3TE. Always include a space. <b>Maximum 8 characters</b>
Column 17	Notes	Any relevant comments the employer wishes to include regarding members' miscellaneous change details.

