

## **NSR06 AMENDMENT FORM**

NSR06 Amendments should be used to submit amended financial information. You can also use this form to replace incorrect member leaver information.

Historically the NSR06 has been used by employers to submit arrears of pay. The specification of this form has been upgraded to allow employers to update previously submitted annual returns or leavers. This form is available on EDM for all employers to use.

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.

## NSR06 AMENDMENTS FORM

### How to complete form NRS06 Amendments

<u>NSR 06 spec</u>	<u>Description</u>	<u>Guidance For Form Filling</u>
Column 1	NSR06 Amendment Form	NSR06 is the title of the NHS Pension Members Amendment form which should be completed by the employers payroll department. Each cell in this column will be two digits, e.g. '06'  <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	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>
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.  <b>8 digits.</b>

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Column 6	Surname	Member's surname in uppercase, e.g. BRYANT.  <b>Maximum 25 characters</b>
Column 7	Forename	Member's first name in uppercase, e.g. FREDERICK. No initials. Full name is required  <b>Maximum 25 characters</b>
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)	This is the number of days or amended days worked in the period. 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.  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:  Number of hours worked per week / Number of Full Time hours x Number of days in the period.  <b>3 digits.</b>
Column 10	Employees Pensionable pay	This is the amount of pay or amended pay upon which the member has paid contributions from 1 April (or the date they started in the scheme if later) to 31 March or the date of leaving.  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.  <b>8 digits</b>

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Column 11	Balance of last 365 days pay	<p>This is the balance from that part of the previous year which, when added to the pensionable pay in column 10, will provide a total pensionable pay over the final 365 days of service.</p> <p>Example: An employee joins the Scheme on 1 September 2022 and leaves pensionable employment on 31 December 2023. You would enter the pensionable pay at column 10 that would relate to the period between 1 April and 31 December (275 days). Therefore the figure entered at item 11 would be the pensionable pay for the balance of 90 days, i.e. from 1 January to 31 March. The 2 amounts, when added together, give the total pensionable pay for the 365 days before the date of leaving.</p> <p>Please complete this item in a £££££pp format, entering zeroes in any unused boxes. For example, enter the figure £1953.15 as 00195315. Do not enter a decimal point.</p> <p><b>8 digits</b></p>
Column 12	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><b>8 digits</b></p>
Column 13	Employee Contribution Rate	<p>Rate should be entered in format 0000, e.g. 0570 for 5.7% or 0610 for 6.1%.</p> <p><b>4 digit.</b></p>
Column 14	Employees' Pension Contributions	<p>This is the actual amount of contributions paid or the amended contributions from 1 April (or the date the employee started in the scheme if later) to 31 March or the date of leaving</p> <p>The percentage must be in accordance with the corresponding contribution table and applied to the figure entered at column 10 for the year you are amending.</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><b>7 digits.</b></p>

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Column 15	Employers Pension Contributions	<p>This is the actual amount of contributions or the amended contributions from 1 April (or the date the employee started in the scheme if later) and 31 March or the date of leaving.</p> <p>It is a % of the figure entered at column 10 (currently 22.5%). 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><b>7 digits.</b></p>
Column 16	Reason for Leaving	<ul style="list-style-type: none"> <li>01 - Opt Out - Personal Financial Reasons</li> <li>02 - Opt Out - Contribution Increases</li> <li>03 - Opt Out - Joined Another Scheme</li> <li>04 - Opt Out - Changes to the Scheme (other than contributions increases)</li> <li>05 - Opt Out - Other</li> <li>06 - Non-Occupational Injury</li> <li>07 - Non-Occupational Illness</li> <li>08 - Occupational Injury</li> <li>09 - Occupational Illness</li> <li>15 - Dismissal</li> <li>16 - Redundancy Voluntary</li> <li>17 - Death in Service</li> <li>19 - Retirement - Age</li> <li>20 - Ill Health - Termination of Paid Sick Leave</li> <li>21 - Ineligibility Due to Age or Maximum Service</li> <li>22 - New Employment with NHS Scotland</li> <li>23 - New Employment with NHS Outwith Scotland</li> <li>26 - Ill Health</li> <li>27 - Other</li> <li>28 - Tapered Protection End Date</li> <li>29 - Maternity Pay (EPA) Change to Non-Superannuable Employment</li> <li>30 - Authorised Unpaid Leave</li> <li>31 - Arrears of Pay Prior to Current Financial Year</li> <li>32 - Retainer Scheme Arrangement</li> <li>32 - Retainer Scheme Arrangement</li> <li>34 - Voluntary Early Retirement + Actuarial Reduction</li> <li>40 - Voluntary Resignation - Lateral Move</li> <li>41 - Voluntary Resignation - Lack of Opportunities</li> <li>42 - Voluntary Resignation - Other</li> <li>43 - Voluntary Resignation - Promotion</li> <li>44 - End of Fixed Term Contract</li> <li>45 - Pregnancy</li> <li>46 - Dismissal Capability</li> <li>47 - Redundancy Compulsory</li> <li>48 - Retirement Other</li> </ul>

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Column 17	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 zeros.</p> <p>If you make an entry, use a ££££pp format, entering zeros in any unused boxes. For example, enter arrears of £438.93 as 0043893. Do not enter a decimal point.</p> <p><b>7 digits.</b></p>
Column 18	Additional percentage contributions	<p>This is the amount of contributions or amended 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><b>7 digits.</b></p>
Column 19	Additional Pension contributions	<p>This is the amount of contributions or amended 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><b>7 digits.</b></p>
Column 20	Salary Rate at leaving date/financial year end	<p>This is the member's annual rate of salary or amended annual salary rate at 31 March or date of leaving. For part-time employees use full time equivalent salaries.</p> <p>Complete it in a ££££pp format, entering zeroes in any unused boxes. For example, enter £14,700 as 1470000. Do not enter a decimal point. The salary rate for part-time employees should be shown as the full time equivalent</p> <p><b>8 digits</b></p>
Column 21	State scheme earnings	<p><b>PLEASE NOTE WE ONLY REQUIRE THIS BOX TO BE COMPLETED FOR DATA PRIOR TO 05/04/2016.</b></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><b>6 digits</b></p>

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Column 22	Superannuation stop date or Replacement annual return date	<p>Enter the end date of the period you wish to amend e.g for an amended 2022 annual return you should enter 31032022 (not 01042023). For an amended leaver please use the date they left the scheme.</p> <p>Always use a DDMMYYYY format. For example, enter 31 March 2023 as 31032023.</p> <p><b>8 digits</b></p>
Column 23	Type of	<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. <b>Not Applicable to service type 09, 10, 16, 17</b></p> <p><b>2 digits</b></p>
Column 24	Type of Service	<p>Always 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><b>2 digits</b></p>

Column 25	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 26	Domiciliary Fees	Leave blank
Column 27	Reduced Stamp Indicator	Enter 0  <b>1 digit</b>
Column 28	Notes	Any relevant comments the employer wishes to include regarding members' annual return / leaver details.