NSR01 STARTER FORM

The NSR01 Starter form should be used to submit details of a new pensionable employment.

Detailed instructions about how to complete each field are included in this document. Hotspots are available on EDM to guide you through manual entry.

NSR01 STARTER FORM

How to complete form NRS01 Starter Form

Column	Description	Guidance For Form Filling
Column 1	Form Type	For NSR01 Starter form, enter 01. **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. **Maximum 15 digits**
Column 5	Date of Birth	The member's 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**

Column	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 4 characters**
Column 7	Sex	Enter 1 or M for Male and 2 or F for Female. **1 character**
Column 8	Surname	Member's surname in uppercase. For example, BRYANT. **Maximum 25 characters**
Column 9	Forename	Member's first name in uppercase. For example, FREDERICK. No initials. Full name is required. **Maximum 25 characters**
Column 10	Middle Name Initials	Please enter a maximum of 3 characters separated with a space. For example, A D G. **Maximum 5 characters**
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. For example, AB123456C. **9 characters**

Column	Description	Guidance For Form Filling
Column 12	Type of Employment (Group Code)	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 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 **2 digits**
Column 13	Type of Service	Always enter the relevant two digit code from the following list: 01 Whole time 02 Part-time 03 All Practitioners in 09, 10, 16 and 17 employment types as shown above. 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. **2 digits**
Column 14	Reduced Stamp Indicator	Enter 0 **1 digit**
Column 15	Start Date	Enter the date when the employee starts pensionable employment (the date from which you start deducting contributions). This is not necessarily the date they started in the practice, and should not be the date of any previous scheme membership. For example, for a person who became employed by the practice on 1 December 2023 but who joined the Scheme on 1 June 2024, you would enter the later date as the start date. This is always written in DDMMYYYY format. For example, 1 June 2023 would be entered as 01062023. **8 digits**

Column	Description	Guidance For Form Filling
Column 16	Employee Contribution Rate	Member's contribution rate on start date. This must be in accordance with the corresponding contribution table. Rate should be entered in format 0000, e.g. 0570 for 5.7% or 0640 for 6.4%. **4 digits**
Column 17	Address Line 1	Line 1 of the member's home address. **Maximum 30 characters**
Column 18	Address Line 2	Line 2 of the member's home address. **Maximum 30 characters**
Column 19	Address Line 3	Line 3 of the member's home address. **Maximum 30 characters**
Column 20	Postcode	Use a valid UK postcode format e.g. TD1 3TE. Always include a space. For overseas addresses, please enter the post code in one of the Address fields. **Maximum 8 characters**
Column 21	Notes	Any relevant comments the employer wishes to include regarding members' starter details. Please do not use commas. **Maximum 200 characters**