

## NSR05 MISCELLANEOUS UPDATE FORM

The NSR05 Miscellaneous Update 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>Column</u> | <u>Description</u>    | <u>Guidance For Form Filling</u>  |
|---------------|-----------------------|---|
| Column 1      | Form Type             | For NSR05 Miscellaneous Update form, enter 05<br><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.<br><br><b>Please leave blank if unknown.</b><br><br><b>7 digits</b>  |
| Column 3      | Employment Number     | Also referred to as a contract number. Please remember to complete this section.<br><br><b>Please leave blank if unknown.</b><br><br><b>3 digits</b>  |
| Column 4      | Date of Birth         | The member's date of birth.<br><br>This is always written in DDMMYYYY format. For example, for someone born on 5 June 1956, the entry would be 05061956.<br><br><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.<br><br>Please enter from left hand side and enter zeroes in the other eight boxes - GP00010 would be entered as GP000100000000. 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.<br><br><b>15 digits</b> |

| <u>Column</u> | <u>Description</u>                    | <u>Guidance For Form Filling</u>   |
|---------------|---------------------------------------|--|
| Column 6      | Title                                 | <p>The member's title. Up to 4 character code detailing the member's title.</p> <ul style="list-style-type: none"> <li>▪ DR</li> <li>▪ MISS</li> <li>▪ MR</li> <li>▪ MRS</li> <li>▪ MS</li> <li>▪ PROF</li> <li>▪ REV</li> <li>▪ SIR</li> <li>▪ SR</li> <li>▪ MX</li> </ul> <p><b>Maximum 4 characters</b></p> |
| Column 7      | Sex                                   | <p>Enter 1 or M for Male and 2 or F for Female.</p> <p><b>1 character</b></p>  |
| Column 8      | Surname                               | <p>Member's surname in uppercase. For example, BRYANT.</p> <p><b>Maximum 25 characters</b></p>   |
| Column 9      | Forename                              | <p>Member's first name in uppercase. For example, FREDERICK. No initials. Full name is required.</p> <p><b>Maximum 25 characters</b></p>   |
| Column 10     | Middle Name Initials                  | <p>Please enter a maximum of 3 characters separated with a space. For example, A D G.</p> <p><b>Maximum 5 characters</b></p>   |
| Column 11     | National Insurance Number             | <p>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.</p> <p><b>9 characters</b></p>  |
| Column 12     | 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 2024 as 01042024.</p> <p><b>8 digits</b></p>   |
| Column 13     | Address Line 1                        | <p>Line 1 of the member's home address.</p> <p><b>Maximum 30 characters</b></p>  |
| Column 14     | Address Line 2                        | <p>Line 3 of the member's home address.</p> <p><b>Maximum 30 characters</b></p>  |
| Column 15     | Address Line 3                        | <p>Line 2 of the member's home address.</p> <p><b>Maximum 30 characters</b></p>  |

| <u>Column</u> | <u>Description</u> | <u>Guidance For Form Filling</u>   |
|---------------|--------------------|--|
| Column 16     | Postcode           | <p>Use a valid UK postcode format e.g. TD1 3TE. Always include a space.</p> <p>For overseas addresses, please enter the post code in one of the Address fields.</p> <p><b>Maximum 8 characters</b></p> |
| Column 17     | Notes              | <p>Any relevant comments the employer wishes to include regarding members' miscellaneous change details.</p> <p>Please do not use commas.</p> <p><b>Maximum 200 characters</b></p>                     |