

NHS Pensions – Changes to employer organisation contact details

Please complete this form electronically and email it to: schemeaccess@nhsbsa.nhs.uk

This form is only for changes to contacts within your organisation, if you are handing over to a new provider or taking over the contract or services you must contact the scheme access team schemeaccess@nhsbsa.nhs.uk first who will confirm which form(s) you need to complete as a new employing authority (EA) code may need to be issued.

Please complete all fields – if you do not hold a specific role in your organisation please put the most suitable contact for that role within the relevant field.

EA code Please add any additional EA codes that you administer in Part G of this form

EA name

If this is a GP practice, what is your GP contract code?

Effective date of changes

Part A – Chief Executive or Lead GP for GP practices

For a GP practice, if there has been a change to the lead GP or any GP or non-GP partner, you need to notify the scheme access team at schemeaccess@nhsbsa.nhs.uk

Contact name

Job title

Email address

Telephone number Ext

Address

Postcode

Part B – Main pensions administrator (responsible for the day to day running of pensions)

Contact name

Job title

Email address

Telephone number Ext

Direct line (if available)

Address

Postcode

Is the above a third party payroll provider? Yes No

Part C – Main Finance contact (responsible for paying the contributions)

If you use Make Contribution Payments (MCP) portal you will need a change of user form, see bottom of form for information.

Contact name

Job title

Email address

Telephone number Ext

Address
(If different from that in Part B)

Postcode

Part D – Finance Director (not required for GP practices)

Finance Director

Email address

Telephone number Ext

Address
(If different from that in Part B)

Postcode

Part E – HR Director (not required for GP practices)

HR Director

Email address

Telephone number Ext

Address
(If different from that in
Part B)

Postcode

Part F – Total Reward Statement (TRS) or Annual Benefit Statement (ABS) contact details

Contact name

Job title

Email address

Telephone number

<input type="text"/>	Ext	<input type="text"/>
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Address
(If different from that in
Part B)

Postcode

Part G – Additional EA codes information

Please add any additional EA codes and names that you administer below. The above details will be applied to these EA codes. If different contacts are needed for other EA codes, please complete a separate contact details form for each EA code.

Part H – Explanation of change in circumstances

Examples of changes we need more information about include but are not limited to; Partners leaving or retiring, new Partners being added to contracts, change of premises, branch sites being added or removed, change to organisation ownership, change of organisation name. You may be contacted by the Scheme Access Team and asked to provide additional information.

The Employer Newsletter is automatically sent to the person registered as the main pensions contact (in Part B). If you would like other members of staff in your organisation to receive the Employer Newsletter, they can subscribe by emailing stakeholderengagement@nhsbsa.nhs.uk and requesting to be added to our distribution list.

Pensions Online details

If you wish to amend your Pensions Online contact details, complete the [POL administrator amendment form](#) available on our website.

If you do not have access to Pensions Online and would like to register, please see the [POL registration process guide](#) on our website.

Make Contribution Payments details

If you wish to amend your Make Contribution Payments details, complete the [Make Contribution Payment Primary User Change form](#) available on our website.

If you do not have access to Make Contribution Payments and would like to register, please see the [Finance pages](#) of our website.

Note:

- this form may be rejected if it is incomplete
- you will be contacted if further information is required
- if your organisation has not been issued with an EA code do not complete this form, and instead refer to [our website](#)