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| **To the Pension Officer**      | **NHS Pensions**PO Box 683, Unit 5Newcastle Upon TyneNE5 9EETel : 0300 330 1346Website: [www.nhsbsa.nhs.uk/nhs-pensions](http://www.nhsbsa.nhs.uk/nhs-pensions) Membership No: SD      Date :       |
| EA code |       |
| EA ref |       |
| NI No.  |       |

**NHS Pensions – Urgent request for pensionable pay**

|  |  |
| --- | --- |
| Surname |       |
|  |  |
| Other names |       |
|  |  |
| Employed at |       |
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|  |
|  |  |
| Last day of pensionable employment |       |
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| [ ]  | This person has asked for a transfer value of their pension benefits. Before we can work out the transfer value, we need details of their pensionable pay. Please answer the questions on page 2 of this form and send it back to us immediately. |
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| **Under the Disclosure of Information Regulations we have to issue a transfer value within a limited period of receiving a request. Please reply urgently.** |
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| [ ]  | This person has requested an estimate of their pension benefits. Before we can calculate this we need details of their pensionable pay. Please answer the questions on page 2 of this form and send it back to us immediately.  |
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| If you no longer hold records for this person, please pass this form to the appropriate Employing Authority and let us know who you have passed them to.  |

NHS Pensions

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|  |  | **Membership No:** | SD       |
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| Please complete the parts we have ticked |
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| **Notes** |
| * Please confirm the period used for the pay and give any deemed pensionable pay or maternity pay.
* If there is any period of sick leave with reduced pay, please include the full rate of pay.
* Please tell us if there have been any changes during the pay period e.g. whole time to part time, that will affect the contributions, if so please split the contributions at each change within the financial year.
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| [ ]  | **For a member of the 1995 Section**, please give the Total Pensionable Pay (TPP) for the best of the last 3 years to the last day of pensionable employment, or the period from       to       |
|  |
| I can confirm the period used for the TPP was |       | to |       |
|  |
| The actual TPP amount is  | £      |  |  |
|  |
| Of which  | £      | is deemed / maternity pay |
|  |
| The notional whole time TPP amount is  | £      |  |
|  |
| Please give the contributions paid from       to       | £      |
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| If still an active part time member, the hours worked from 01/04 to the end of the pay period are |       |
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| [ ]  | **For a member of the 2008 Section,** we will use the employer’s pay on our records. However, if the member is still active in the pension scheme please give the employer pay (and the employee’s pensionable hours if part time) from 01/04 to the end of the pay period |
|  |
| I can confirm this member is still active and the period used for the pay is |       | to |       |
|  |
| The employer pay for the period 01/04 to the end of the pay period is  | £      |  |
|  |
| Of which  | £       | is deemed / maternity pay |
|  |
| This member is part time the hours worked from 01/04 to the end of the pay period are  |       |
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|  |
| [ ]  | Please update the final SD55 |
|  |
| **Any other information e.g. date changed from part time to whole time** | **EA stamp** |
|  |  |  |
| **Signature** |
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