

NHS Pensions Online Guide

21. SD55G – Change of Personal Details

This form allows you to change the following personal details for a member currently employed with you:

SD Number		72071608
**Should you wish to change this members title, please send an email to pensions.online@pensionsagency.nhs.uk with the relevant details.		
Section B - changes required		
Revised Surname	?	<input type="text"/>
Revised Forenames	?	<input type="text"/>
Revised Address - When changing your address, please make sure you enter the full address!	?	<input type="text" value="220 Broadway"/> <input type="text" value="Fleetwood"/> <input type="text" value="Lancashire"/> <input type="text" value="uk"/>
Revised postcode		<input type="text" value="fy7 8lg"/>
If the National Insurance number is being changed or is being notified for the first time, please complete the box below.		
Revised National Insurance Number	?	<input type="text"/>
If the date of birth is being changed or an existing date of birth is being verified, please complete the boxes below		
Date of birth	?	<input type="text" value="14"/> <input type="text" value="January"/> <input type="text" value="1972"/>
Date of birth verified:		<input type="text" value="Yes"/>
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>

You can only submit changes via form SD55G if the member is currently in pensionable employment with your authority/GP Practice.

The form does have some validation checks as follows:

- Surname/forename & address fields must be recognised characters
- The DOB must have valid dates in the relevant fields
- If you change a non-verified DOB to a revised date then you must have also verified this date by sight of passport/birth cert and you must show the verification marker as “yes”.

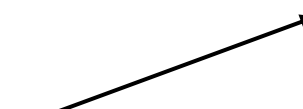
If invalid information is entered you will receive on screen messages as follows:

**Entries missing or possible problems with data entered - please scroll down the page to check comments in red and amend where necessary.		
Section A - Details shown on current form SD55		
Surname	?	LORKIN
Other Names		LORRAINE
EA / GP Code		5812
National Insurance Number		WE200267B
SD Number		59080796
**Should you wish to change this members title, please send an email to pensions.online@pensionsagency.nhs.uk with the relevant details.		
Section B - changes required		
**Revised Surname contains invalid characters, please check your entry only contain alpha characters.	?	<input type="text" value="123456"/>
**Revised Forename contains invalid characters, please check your entry only contain alpha characters.	?	<input type="text" value="123456"/>
Revised Address - When changing your address, please make sure you enter the full address!	?	<input type="text" value="220 BROADWAY"/> <input type="text" value="FLEETWOOD"/> <input type="text" value="LANCASHIRE"/> <input type="text" value="UK"/>
Revised postcode		<input type="text"/>
If the National Insurance number is being changed or is being notified for the first time, please complete the box below.		
Revised National Insurance Number	?	<input type="text"/>
If the date of birth is being changed or an existing date of birth is being verified, please complete the boxes below		
**Revised Date of Birth is not a valid date. Please check your entry.	?	<input type="text" value="31"/> <input type="text" value="June"/> <input type="text" value="1959"/>
**You cannot change your verification marker to No.		<input type="text" value="No"/>
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>

Once a successfully completed form is submitted you will receive confirmation of the changed details:

You are currently logged in as an Employer for EA 5012

	Original Data	Changed Data
Surname	KHOLLILL	SMITH
Other Names	MARK ANTONY	
EA / GP Code	5812	
National Insurance Number	NX576536A	
SD Number	72071608	
Address	220 Broadway Fleetwood Lancashire uk	
Postcode	fy7 8lg	
Date of Birth	14-January-1972	15-January-1972
Date of Birth Verification	Yes	Yes



Select “continue” to be taken back to a new form SD55G. From there you will then have links to other areas of Pensions Online.