

# **NHS Pensions Online Guide**

## **23. RFT1**

This form is used to notify NHS Pensions of the monthly amounts of employees and employers contributions paid, including any adjustments from previous months.

Once you have selected the RFT1 link you have the following options:

- View previously submitted RFT1 forms
- Continue to the RFT1
- Return to E-Forms

Welcome to the NHS Pension Scheme ONLINE  
RFT1 Pensions Agency

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**IMPORTANT - Please Read Before Proceeding**

[Administer Employer Contacts](#) **Your RFT1 will only be accepted if:**

[Administer Employer Access](#)

[Site Update](#)

- There are no incorrect entries made.
- You have clicked submit and it has been confirmed at the top of the screen that your form has been successful.
- Payment is made by RFT1 OPG Transfer System.

- Once you have submitted your RFT1, please DO NOT send a paper copy, payment will be collected on your requested date.
- Your requested date for transfer of funds must be a minimum of 2 working days from the date of submission.
- Payment must be received within 19 days of the end of the month in which they were deducted from Salary.
- Submission of details electronically authorises NHS Pensions Agency to collect the amounts by REVERSE TRANSFER from your OPG account.

**NOTE - It is essential that the correct PGO account number is entered. This is NOT your EA Ref. Please ensure this is completed correctly to guarantee collection of funds from the correct account.**

### View Previously Input RFT1 Forms

This link shows you all the previously submitted forms RFT1:

Previously submitted RFT1 forms List

Form	Date Received	Submitted by	Amount
<a href="#">OCT 2009</a>	16-Oct-2009	-	£15007543.11
<a href="#">OCT 2009</a>	16-Oct-2009	-	£888698.49
<a href="#">SEP 2009</a>	15-Sep-2009	-	£15564394.92
<a href="#">SEP 2009</a>	15-Sep-2009	-	£896331.02
<a href="#">AUG 2009</a>	18-Aug-2009	-	£15565828.78
<a href="#">AUG 2009</a>	18-Aug-2009	-	£886520.39
<a href="#">JUL 2009</a>	16-Jul-2009	-	£15948714.98
<a href="#">JUL 2009</a>	16-Jul-2009	-	£951626.74
<a href="#">JUN 2009</a>	11-Jun-2009	-	£15632788.18
<a href="#">JUN 2009</a>	11-Jun-2009	-	£886910.23
<a href="#">MAY 2009</a>	18-May-2009	-	£15420204.49
<a href="#">MAY 2009</a>	18-May-2009	-	£924787.69
<a href="#">APR 2009</a>	22-Apr-2009	-	£15702138.98
<a href="#">APR 2009</a>	22-Apr-2009	-	£985111.30
<a href="#">MAR 2009</a>	19-Mar-2009	-	£16541878.59
<a href="#">MAR 2009</a>	19-Mar-2009	-	£855225.55

When you select any of the months you can then view the payments made in that month:

**Previously submitted RTF1 form**

**Date submitted - 16/10/2009**

**Part A**

Account Name

Your PGO Account Number (this is not your EA ref)

Date of Transfer 19-Oct-2009

Receiving Account	Account Number	Payee Ref	Amount
NHSPA Benefits A/C	0 0 6 0 5 7	SUP Month (month ie. JAN) OCT <input type="text"/>	EA Ref <input type="text"/> £ 15007543 .11

**Part B**

EA Name

EA Reference

Month (month ie. JAN) - Year OCT 2009

**1. Total pensionable pay on which contributions are payable** £ 65526041 .43

2. Summary of contributions payable and actually paid to the Agency		Employees	Employers	Total
A. Contributions deducted from payrolls/salary including AVC's (no money purchase)		5052670.04	9164789.34	15004709.39
B. Adjustments in respect of	Month Year MAR 2008	-6401.65	8856.46	2833.72
C. Total payment		5046268.39	9173645.80	15007543.11

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Part A of the forms shows details of the total payment made and the date made and Part B is a breakdown of the employees and employers contributions together with any adjustments made.

## Continue to RFT1 Form

When this link is selected you will be presented with a blank form for completion.

There is validation within the form and where incorrect data is entered you will receive onscreen error messages and these must be dealt with before you can proceed through the completion process:

Welcome to the NHS Pension Scheme ONLINE  
RFT1 - Intro Screen

**NHS**  
Pensions Agency

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**RFT1 - Page 1 of 3**

Account Name

Your Account Number (this is not your EA ref)

Date of Transfer (DD/MM/YYYY)

EA Reference

To whom do these contributions relate?  Staff  GPs

Contribution Month/Year (e.g. JAN/2005)

Contact Name

Contact Number

Contact Email

When valid data is entered you will be taken to the next page to complete, as follows:

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Total pensionable pay

Employees contributions	Employees AVC's	Employers contributions	Additional pensions
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Are adjustments required?  Yes  No

**Total Amount To Be Debited** - This must equal the sum of the boxes above including any adjustments.

If any adjustments need to be made select “Yes” and additional input boxes will be displayed, as follows:

Are adjustments required?  Yes  No ?

When making negative adjustments, please put a minus sign (-). Which Month/Year does this adjustment apply? (e.g. SEP 2007)

Employees contributions adjustments	Employees AVC's adjustments	Employers contributions adjustments	Additional pensions adjustments
£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>

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**Total Amount To Be Debited** - This must equal the sum of the boxes above including any adjustments. ? £

Cancel Continue

If mismatching data is submitted you will again receive onscreen error messages, as follows:

**YOUR RFT1 HAS NOT BEEN SUBMITTED** - Possible problems with data entered - please check the comments in red, amend where necessary and re-submit.

Total pensionable pay ? £

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Employees contributions	Employees AVC's	Employers contributions	Additional pensions
£ <input style="width: 80%;" type="text" value="145000.00"/>	£ <input style="width: 80%;" type="text" value="25000.00"/>	£ <input style="width: 80%;" type="text" value="256000.00"/>	£ <input style="width: 80%;" type="text" value="0.00"/>

\*\* Your Employees contributions should be between £ 25000.00 and £ 45000.00 i.e. between 5% and 9% of the total pensionable pay entered.

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Are adjustments required?  Yes  No ?

When making negative adjustments, please put a minus sign (-). Which Month/Year does this adjustment apply? (e.g. SEP 2007)

\*\*Please enter a valid month in the format MMM e.g. JAN

Employees contributions adjustments	Employees AVC's adjustments	Employers contributions adjustments	Additional pensions adjustments
£ <input style="width: 80%;" type="text" value="-600.00"/>	£ <input style="width: 80%;" type="text" value="0"/>	£ <input style="width: 80%;" type="text" value="-1400.00"/>	£ <input style="width: 80%;" type="text"/>

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**Total Amount To Be Debited** - This must equal the sum of the boxes above including any adjustments. ? £

\*\* This field must equal the sum of all the other fields (£424000.00) , please check and re-key.

Cancel Continue

When the data has been corrected and submitted you will then receive the following screen for you to check and confirm the details before they are submitted, as follows:

**RFT1 Summary - Page 3 of 3 (Your form will not be submitted until you press 'Submit')**

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EA Reference

Account Name

PGO Account Number

Contribution Month/Year: APR 10

Total pensionable pay £ 500,000.00

Contribution for: Staff

Employees contributions	Employees AVC's	Employers contributions	Additional pensions
£ 45,000.00	£ 25,000.00	£ 256,000.00	£ 0.00

Adjustments Adjustment period: JAN 10

Employees contributions adjustments	Employees AVC's adjustments	Employers contributions adjustments	Additional pensions adjustments
£ -600.00	£ 0.00	£ -1,400.00	£ 0.00

**Total Amount To Be Debited : £ 324,000.00      Date of Transfer : 15 Jun 2010**

Contact Name: Mr A Nonymous  
 Contact Number: 01253 774774  
 Contact Email: anonymous@nhs.net.uk

If you select "cancel" you will be taken out of the form completely.

If you select "amend" you will be taken back to the previous screen to amend the details.

If you select "submit" this confirms you are happy with your entries and the form will be submitted to NHS Pensions and you will receive a confirmation screen of the details submitted, as follows:

Print   Employer Menu   E-Forms

**FT1 Summary** You have now submitted your form. Select 'print' to print a copy for your records

A Reference:   
 Account Number:  and  
 GO Account Number:   
 Contribution Month/Year: **APR/2010**  
 Total Pensionable Pay: **£500,000.00**  
 Contribution for: **Staff**

Employees	AVCs	Employers	Additional Pensions
£45,000.00	£25,000.00	£256,000.00	£0.00

**Adjustments**

Employees	AVCs	Employers	Additional Pensions	Adjustment Period
-£600.00	£0.00	-£1,400.00		JAN 2010

**Total Amount to be debited**      **Date of Transfer**  
     

Contact Name: **Mr A Nonymous**  
 Contact Number: **01253 774774**  
 Contact Email: **anonymous@nhs.net.uk**

\* previously submitted forms can be viewed and printed from the eforms menu by selecting FT1 then clicking 'view previously submitted RFT1s' button  
 \* recently submitted RFT1s may not show on the list until up to 3 days after submission

To return to E-Forms or the Employer Menu select the correct area from the blue bar at the top of the screen.

There is also an option to print the details on the blue bar at the top of the screen.