

NHS Pensions Online Guide

27. AW8

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Form AW8 is the application form for a member to apply for their retirement benefits.

Important Notes to Remember Before Submitting Form AW8

If for any reason, the AW8 information cannot be processed through the AW8 POL form then there is the facility on the front page to note the form as 'not processed' and you must then forward the paper AW8 to NHS Pensions.

It would be helpful if you would supply the details of why you could not submit the form through POL and, at what point in the process.

However, paper AW8's MUST be sent to NHS Pensions in the following circumstances: -

- Where the member has an overseas bank account
- Where the member is retiring on the grounds of Interests of Efficiency OR
- has any type of HMRC Life Time Allowance Protection Certificate
- Member has achieved maximum service or reached maximum age limit

Please mark the box on the front of the AW8 as "not polled" and write the reason on the front of the AW8.

Maximum Age/Membership Cases

Please note that if a member has reached maximum pensionable age or maximum pensionable membership, then their pension record should have been closed on the relevant date using **exit code 11** and **NOT 01**.

The *payable date* for benefits will be the day after the date the member actually leaves your employment. However, the TPP period will be the last 3 years to the date the record was closed down.

For this reason it is VERY important that you close the record with the correct exit code on the right date. If you are uncertain as to whether the member has achieved maximum membership/age please contact NHS Pensions at awards@nhspa.gov.uk with "maximum age/membership" as the subject line.

In these circumstances only please forward the paper AW8 to NHS Pensions marked "not polled – maximum age/service case". This should also be marked for the attention of Kathryn Peek.

Data Issues preventing submission of the AW8

If the record has a data issue that you are unable to rectify please email "datamanagement@nspa.gov.uk" who will correct the issue to enable you to continue to process the AW8 electronically. In subject header please input ' Award Pending'

What needs completing before submitting the AW8

The AW8 POL input screens mirror, as far as possible, the format of a paper AW8.

Before you start to complete the electronic AW8 please follow the instructions below:

- **Always** check whether NHS Pensions require the paper form to be submitted – see page 1
- **Always** ensure the member's records are complete by submitting POL form SD55T; this should show amounts of any disallowed days, if the disallowed days are not on the SD55T form this may cause an overpayment of benefits.
- **Always** ensure the members Date of Birth has been verified
- **Always** ensure **the whole** of the AW8 form is complete, paying particular attention to the declarations at Part 10 and 11 of the AW8. The Witness at Part 11 **cannot** be the member's spouse under any circumstances.

Retention of the completed paper copy of the AW8

NHS Pension Scheme application forms must be retained for a minimum of 7 years by NHS employers and destroyed under confidential conditions to meet Department of Health guidelines.

Specific retention procedures in regards to the retention of all NHS Pension forms are available within the Department of Health guidance 'Records Management: NHS Code of Practice.' The link to this is:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4131747

Employers should be aware of Regulation 18 of The Registered Pension Schemes (Provision of Information) Regulations 2006 (SI 2006/567/) which states -

Retention of records

18. —

(1) The persons prescribed by paragraph (2) shall preserve any documents in their possession or under their control in relation to a registered pension scheme and relating to—

- (a) any monies received by or owing to the scheme;
- (b) any investments or assets held by the scheme;
- (c) any payments made by the scheme;
- (d) any contracts to purchase a lifetime annuity in respect of a member of the scheme; and
- (e) the administration of the scheme.

(2) In relation to a registered pension scheme the persons prescribed are—

- (a) any person who is or has been the scheme administrator;
- (b) any person who is or has been a trustee of the scheme;
- (c) any person who provides or has provided administrative services to the scheme; and
- (d) if the scheme is an occupational pension scheme, any person who is or has been a sponsoring employer^[10] or a director of an employer company.

This is subject to the following qualification.

(3) Any person who has ceased to act in relation to the scheme or ceased to provide administrative services to the scheme shall not be required to preserve documents where he has transferred all the documents to another person who has succeeded him in acting in relation to the scheme or providing administrative services to the scheme.

(4) Documents must be preserved for the tax year to which they relate and for a period of 6 years following that year.

Completion of the electronic AW8

Once you have clicked on the AW8 link in E-Forms, the following screen will appear.

Now you can enter the members NI or SD number and you **MUST** note the small box to identify that checks have been made to the AW8. If you do not check the box you will **not** be allowed to continue.

Part 1 – Date of Retirement & Reason

Found at Part 1 of the paper AW8 Numbers 1- 6

The member details are pre-populated from NHS Pensions records.

An option is given to change the last date of service, this should be used where the last day of service has been extended due to annual leave.

The 'drop down' boxes should be used to make any amendments.

Welcome to the NHS Pension Scheme ONLINE
AW8 - part 1

NHS
Pensions Agency

Back Print Employer Menu E-Forms

Part 1

Name of member

Title	MS
Surname	HEBBAR
Firstname(s)	MARIA ROSA
Other names	

National Insurance Number AB000041A
NHS Pension Scheme number 95100041
Sex Female

Last day of employment, last day of Scheme membership or 75th birthday if earlier.
Take account of any periods of leave due and untaken at that date of retirement.

Reason for retirement

10 June 2008

Age

Next Cancel

The 'Reason for retirement' defaults to 'Age' and this should be amended, where relevant, by using the drop down box for other 'Reasons for retirement'.

Note: Agreed Voluntary early retirement is not available for members who retire after 31/03/2008.

Validation checks are made within the 'Reason for retirement' drop down box (i.e. If member under age 60 and no special class entitlement the form will not process for an Age retirement).

Note: Always ensure that the correct "reason for retirement" is used as this may cause incorrect payment of pension benefits.

Please refer to **page 23** for Compensation and **page 26** for Commuted ill health additional input screens.

The screenshot shows the 'Part 1' form in the Pensions Agency system. The form contains fields for member details: Name of member (Title: MS, Surname: HEBBAR, Firstname(s): MARIA ROSA), National Insurance Number (AB000041A), NHS Pension Scheme number (95100041), Sex (Female), and Last day of employment (10 June 2008). The 'Reason for retirement' dropdown menu is open, showing options: Age, Incapacity, Compensation (Actuarially Reduced) Voluntary early retirement, Agreed Voluntary early retirement, and Commuted Incapacity. A red box highlights the dropdown menu with the text: 'Drop down' boxes to select appropriate details. A red arrow points from this box to the dropdown menu. Another red arrow points from the 'Next' button to the dropdown menu. A 'Cancel' button is also visible next to the dropdown menu.

Once all the details are complete 'Click' on 'Next'.

Validation Screen Warning

The screenshot shows the 'Part 1' form with a validation warning. The form fields are the same as in the previous screenshot. The 'Reason for retirement' dropdown menu is set to 'Incapacity'. A red warning message is displayed: '** Reason for termination does not match reason for retirement, please reconsider reason for retirement.' A red arrow points from this warning message to the 'Next' button. A 'Cancel' button is also visible.

Warning Messages will be displayed in 'Red'.

Take appropriate action to clear the 'warning' given.

Part 2 - Employment details

Found at Part 1 of the paper AW8 Numbers 7-9

Welcome to the NHS Pension Scheme ONLINE
AW8 - part 2

NHS
Pensions Agency

Back Print Employer Menu E-Forms

Part 2

Employed as

Place of employment

EA Code number 4052

Date of Birth 01.01/1944

You only need to the
"Employed As" and "place of
Employment" fields.

Part 3 - Pay Details

Found at Part 2 of the AW8 (Pensionable Pay Details) Numbers 1-4

Note: If the member is a Locum GP, General Medical, Dental or Ophthalmic practitioner then you will not be presented with any screens for completion of pay details.

The details for input are self-explanatory. However, please note the following: -

It is important to note the correct 'Frequency of Payment' if "weekly" is chosen an additional screen will be produced for completion.

Care should be taken when inputting the members TPP details. You should check that the period shown on the screen reflects the TPP dates on the paper AW8 form.

If the member is employed full-time and the last years TPP is the greatest, it is only necessary to complete the final year and input figures of 0.00 in previous years.

However, if the member is employed in a part-time capacity all 3 years must be completed. On Screen warning messages will be produced if this is not done.

NOTE: If the member has been employed with you for less than 365 days, Pensions on Line will only allow you to input the part of the last 365 days that relates to your employment. If you have details for the whole of the TPP period, please e-mail awards@nhspa.gov.uk input subject as 'Award Pending' with the full TPP's.

It is also **important** to note any **Disallowed Days** within the TPP period so the system can calculate whether the TPP period needs to be "stepped Back."

- If a member has disallowed days due to unpaid sick leave, it is VERY important that you ensure they are also included on the SD55T when you update/close the member's record AND you include them when completing the AW8. You will notice that when disallowed days are input on the AW8; the TPP period is automatically stepped back to take account of the disallowed days.

Please note: - If you do not do this there is a risk that benefits will be paid incorrectly and with the wrong deemed date.

- Please make sure that if the member is on unpaid sick leave when they retire, that you input the last day of service on both the SD55 termination form on line and on the AW8, as the day you take the member off the books, not the day they last paid contributions.

For every AW8 you input on line with disallowed days due to unpaid sick leave, you should e-mail awards@nhspa.gov.uk and input subject as 'Award Pending ' and provide the following details: -

- Dates of the unpaid sick leave
- Confirmation of the dates of any payments in lieu of notice/paid notice/annual leave made after the unpaid sick leave.

An example of a completed screen can be seen on the next page.

Part 3

Frequency of Payment ? Monthly

Whole time and Part time contributors:
(A) Give below dates and total pensionable pay (TPP) in each of the last three years of contributing service. If the Member is **whole time** and the last year is the highest, only complete the first line (i). The last day of pensionable membership shown here must be the same as the date shown in box 34 of the final SD55.

DOMICILIARY VISIT FEES (DVs):
Whole time members:
 (i) Include DV fees in the figures shown below.
 (ii) Show the amount of DVs separately at (C) below.

Part time members:
 (i) Exclude DV fees from the figures shown below.
 (ii) Complete the whole of Part 4.

This date will be amended by POL to take into account any Disallowed Days that have been input

(i) Last year	From	To	Dis Days	Amount
	23/01/2006	22/01/2007	0	£ [] []
(ii) Middle year	From	To	Dis Days	Amount
	23/01/2005	22/01/2006	0	£ [] []
(iii) Earliest year	From	To	Dis Days	Amount
	23/01/2004	22/01/2005	0	£ [] []

(B) Amount of **deemed** pensionable pay in respect of SICKNESS (NOT SSP), STAGED PAY AWARDS, BONUS/SPECIAL DUTY PAYMENTS, MERIT OR DISTINCTION AWARDS, LONDON WEIGHTING in (A) above in highest year only. £ [] []

Annual rate at cessation: £ 1000 [] []
 Complete the annual rate of pay at cessation of employment or at last day of pensionable membership if earlier.

Annual rate is prefilled from data input on SD55. This should be for a 365 day period and can be amended if required.

Part 3

Frequency of Payment ? Monthly

Whole time and Part time contributors:
(A) Give below dates and total pensionable pay (TPP) in each of the last three years of contributing service. If the Member is **whole time** and the last year is the highest, only complete the first line (i). The last day of pensionable membership shown here must be the same as the date shown in box 34 of the final SD55.

DOMICILIARY VISIT FEES (DVs):
Whole time members:
 (i) Include DV fees in the figures shown below.
 (ii) Show the amount of DVs separately at (C) below.

Part time members:
 (i) Exclude DV fees from the figures shown below.
 (ii) Complete the whole of Part 4.

(i) Last year	From	To	Dis Days	Amount
	23/01/2006	22/01/2007	0	£ 10000 [] []
(ii) Middle year	From	To	Dis Days	Amount
	23/01/2005	22/01/2006	0	£ 9000 [] []
(iii) Earliest year	From	To	Dis Days	Amount
	23/01/2004	22/01/2005	0	£ 8000 [] []

(B) Amount of **deemed** pensionable pay in respect of SICKNESS (NOT SSP), STAGED PAY AWARDS, BONUS/SPECIAL DUTY PAYMENTS, MERIT OR DISTINCTION AWARDS, LONDON WEIGHTING in (A) above in highest year only. £ [] []

Annual rate at cessation: £ 10000 [] []
 Complete the annual rate of pay at cessation of employment or at last day of pensionable membership if earlier.

Below is an example of a completed screen with “Warning” messages.

Part 3

Back Print Employer Menu E-Forms

Frequency of Payment ? Monthly

Whole time and Part time contributors:
(A) Give below dates and total pensionable pay (TPP) in each of the last three years of contributing service. If the Member is **whole time** and the last year is the highest, only complete the first line (i). The last day of pensionable membership shown here must be the same as the date shown in box 34 of the final SD55.

DOMICILIARY VISIT FEES (DVs):
Whole time members:
 (i) Include DV fees in the figures shown below.
 (ii) Show the amount of DVs separately at (C) below.

Part time members:
 (i) Exclude DV fees from the figures shown below.
 (ii) Complete the whole of Part 4.

(i) Last year	From	To	Dis Days	Amount
	23/01/2006	22/01/2007	0	£ 10000 00
(ii) Middle year	From	To	Dis Days	Amount
	26/01/2005	22/01/2006	0	£ 9000 00
(iii) Earliest year	From	To	Dis Days	Amount
	23/01/2004	22/01/2005	0	£ 8000 00

(B) Amount of deemed pensionable pay in respect of SICKNESS (NOT SSP), STAGED PAY AWARDS, BONUS/SPECIAL DUTY PAYMENTS, MERIT OR DISTINCTION AWARDS, LONDON WEIGHTING in (A) above in highest year only. £

Annual rate at cessation: Complete the annual rate of pay at cessation of employment or at last day of pensionable membership if earlier. £ 10000 00

**** This figure is higher than expected, if you are happy with the figure, please tick the checkbox**

Next Cancel

The warning message produced advises that the Annual Rate at Cessation is higher than expected - If the figure is correct, 'Click' on box highlighted along side the warning and select 'Next'

If incorrect, overtype with the correct figure before selecting "Next"

If the TPP on the AW8 does not reconcile with the employer pay amount, you will see on screen messages, as shown below:

Whole time and Part time contributors:
(A) Give below dates and total pensionable pay (TPP) in each of the last three years of contributing service. If the Member is **whole time** and the last year is the highest, only complete the first line (i). The last day of pensionable membership shown here must be the same as the date shown in box 34 of the final SD55.

DOMICILIARY VISIT FEES (DVs):
Whole time members:
 (i) Include DV fees in the figures shown below.
 (ii) Show the amount of DVs separately at (C) below.

Part time members:
 (i) Exclude DV fees from the figures shown below.
 (ii) Complete the whole of Part 4.

(i) Last year	From	To	Dis Days	Amount
	23/01/2006	22/01/2007	0	£ 10000 00
**Last year TPP does not reconcile with the employer pay. Please amend actual TPP or confirm reason why the TPP is correct.				
Reason: reconciles				
(ii) Middle year	From	To	Dis Days	Amount
	23/01/2005	22/01/2006	0	£ 9000 00
**Middle year TPP does not reconcile with the employer pay. Please amend actual TPP or confirm reason why the TPP is correct.				
Reason: reconciles				
(iii) Earliest year	From	To	Dis Days	Amount
	23/01/2004	22/01/2005	0	£ 8000 00
**Earliest year TPP does not reconcile with the employer pay. Please amend actual TPP or confirm reason why the TPP is correct.				
Reason: reconciles				

(B) Amount of **deemed** pensionable pay in respect of SICKNESS (NOT SSP), STAGED PAY AWARDS, BONUS/SPECIAL DUTY PAYMENTS, MERIT OR DISTINCTION AWARDS, LONDON WEIGHTING in (A) above in highest year only. £

Annual rate at cessation: £ 10000 00
 Complete the annual rate of pay at cessation of employment or at last day of pensionable membership if earlier.

If the TPP is correct complete the reason why in this box.

If Incorrect, you can correct any errors and 'Click' on 'Next'.

Part 4 - TPP Details for part time workers

Found at Part 3 of the AW8 (Additional information for part time member's)

Note: If the member is not a part time worker you will not be presented with the following screen.

This should be completed using the members Notional Whole Time pensionable pay figure if the member is part-time. Refer to the notes given previously. If any information is not completed an on screen 'Warning' message will be produced.

PAULA SMITH
 SD13 / 000095
 AW8 - part 4

Pensions Agency

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(B) Has the Specialist been entitled to the percentage increase in pensionable pay set out in the Terms and Conditions of Service for Hospital Medical and Dental Staff for their part time service ? No ▾

For ALL part time members: please give the NOTIONAL WHOLE TIME pensionable pay for each of the last 3 years, or lesser period if applicable. This figure should be the pensionable pay that **would have** been paid in a single comparable with whole time employment.

Year	From	To	Amount
Last	23/01/2006	22/01/2007	£ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>
Middle	23/01/2005	22/01/2006	£ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>
Earliest	23/01/2004	22/01/2005	£ <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>

Next
Cancel

An example of a completed screen is as follows.

PAULA SMITH
 SD13 / 000095
 AW8 - part 4

Pensions Agency

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(B) Has the Specialist been entitled to the percentage increase in pensionable pay set out in the Terms and Conditions of Service for Hospital Medical and Dental Staff for their part time service ? No ▾

For ALL part time members: please give the NOTIONAL WHOLE TIME pensionable pay for each of the last 3 years, or lesser period if applicable. This figure should be the pensionable pay that **would have** been paid in a single comparable with whole time employment.

Year	From	To	Amount
Last	23/01/2006	22/01/2007	£ 20000 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>
Middle	23/01/2005	22/01/2006	£ 18000 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>
Earliest	23/01/2004	22/01/2005	£ 16000 <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>

Next
Cancel

Part 5 - Redundancy cases

Found at Part 5 of the AW8 (Compensation cases only)

You will only need to complete the information at part 5 if you are dealing with a redundancy case. Please refer to **page 23** that shows the additional screens for any redundancy retirement cases.

Part 6 - Miscellaneous inputs

Found at Part 7 of the AW8 (Personal details) Numbers 1- 5

This section of the form enables you to notify NHS Pensions of any additional details that may affect the member’s calculation of retirement benefits.

Details in some areas have been pre-filled you should use the drop down boxes for any amendments or you will need to type in the data.

Messages will appear in red if any mandatory details have been missed.

Section 1 is pre-populated with information from NHS Pensions records

Section 2 contains the member’s address, which has been taken from NHS Pensions records. This can be amended if incorrect. You must complete the remainder of this part.

Section 3 requests details of any other employments at the time of, or after, retirement. Please complete this section in **ALL cases** where the member is to be re-employed, even if over age 60. If ‘yes’ is selected there will be an additional input screen that requests the place of re-employment and the job title.

a) Title	MS
b) Surname	TARE
c) Firstname(s)	LINDA JANE
d) Other names	
2. Address for future correspondence:	
1st line of address	<input type="text" value="220 Broadway"/>
2nd line of address	<input type="text" value="Fleetwood"/>
3rd line of address	<input type="text" value="Lancashire"/>
4th line of address	<input type="text" value="uk"/>
Post code	<input type="text" value="fy7 8lg"/>
Home telephone number (no spaces)	<input type="text"/>
3. Details of other Jobs (only complete this item if you are under the age of 60): please read the booklet	
(i) Any work in NHS at time of retirement ?	<input type="text" value="No"/>
(ii) Definitely Re-employed after retirement ?	<input type="text" value="No"/>
4. Allocation of pension	
Does member wish to allocate part of their pension?	<input type="text" value="No"/>
5. Does the member want an additional lump sum by giving up part of their pension?	
<input type="text"/>	
5. Send details of marital status, family and certificates direct to the Agency	
If member has indicated that they wish to send certificates direct to the Agency, please tick this box	
<input type="checkbox"/>	
6. Marital status ?	<input type="text" value="Single"/>
7. Do you have any dependant children, if so, how many?	<input type="text" value="0"/>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Section 4 asks for confirmation of whether the member wishes to allocate part of their pension; marital status and the number of any dependant children.

Note: Redundancy cases will also have section 4a which requests further details for redundancy retirements between 1/12/2006 and 30/09/2011 only. (Please refer to Part 7.5 of the AW8 for the information and page???? of this guide for screen examples).

Section 5 asks for confirmation of whether the member wishes to commute some of their pension into a lump sum retiring allowance. This field will be blank until you select either “yes” or “no” from the drop down menu. Click “Next” to move to the following screen.

The screenshot shows a form with the following fields and controls:

- Does member wish to allocate part of their pension? [No] [Yes]
- 5. Does the member want an additional lump sum by giving up part of their pension?** [Yes]
- Please indicate if the member requires the maximum additional lump sum possible
- If the member does not want the maximum, please specify the amount required £ []
- 5. Send details of marital status, family and certificates direct to the Agency**
- If member has indicated that they wish to send certificates direct to the Agency, please tick this box
- 6. Marital status ?** [Single]
- 7. Do you have any dependant children, if so, how many?** [0]
- [Next] [Cancel]

Red arrows in the image point to the 'Yes' dropdown for question 5, the amount input field, the checkbox for sending certificates, and the 'Next' button.

You will then be asked if the member wants the maximum available. If the answer to this question is “yes” click on the box to input a “tick”.

Or

if the member does not want the maximum amount you may specify an amount in this field. The amount specified **must be wholly divisible by 12**.

Section 5a if the member wishes to send certificates direct to NHS Pensions please tick the check box.

NOTE: - if the member will be sending the relevant certificates direct to NHS Pensions, please ask them to make sure they enclose a covering letter with their full name, SD reference number and address & postcode; to enable them to be linked to the correct AW8 and to be returned promptly.

Once all details have been completed select “Next” to continue to the next screen. If there is any mismatching information it is at this stage that you will receive onscreen warning messages prompting you to correct the information entered before being able to continue.

Section 6 asks for confirmation marital status – drop down box. Another screen will be generated dependant on the answer that is given

Section 7 requests the number of any dependant children – an additional screen will be displayed requesting further details where dependant children apply.

Part 7 – Census Data

These fields must be completed in all cases. However, if the member does not wish to divulge this information there is an option to select “not declared” or “unknown”.

Part 7

Please enter census data:

Disability

Religion / Belief

Sexual Orientation

Ethnicity Code

The 1st 3 fields have a drop down menu for you to select the correct option but as there is so many options for the “ethnicity” field you should select the question mark at the side of the field which will display the full list.

Ethnicity Code - Use a proper Ethnic Code From the table below.

query - Top 69 of 69 Rows				
	CODE	DESCRIPTION	ESRCODE	TYPE
1	A	White - British	[empty string]	Ethnicity
2	B	White - Irish	[empty string]	Ethnicity
3	C	White - Any other white background	[empty string]	Ethnicity
4	C2	White - Northern Irish	[empty string]	Ethnicity
5	C3	White - Unspecified	[empty string]	Ethnicity
6	CA	White - English	[empty string]	Ethnicity
7	CB	White - Scottish	[empty string]	Ethnicity
8	CC	White - Welsh	[empty string]	Ethnicity
9	CD	White - Cornish	[empty string]	Ethnicity
10	CE	White - Cypriot (non specific)	[empty string]	Ethnicity
11	CF	White - Greek	[empty string]	Ethnicity
12	CG	White - Greek Cypriot	[empty string]	Ethnicity
13	CH	White - Turkish	[empty string]	Ethnicity

There is no validation on the selections made but a warning message will be produced if a field is left uncompleted or an invalid ethnicity code is entered.

Part 7

Please enter census data:

Disability

Religion / Belief

Sexual Orientation

*** Ethnicity Code - This is a mandatory field please insert a valid code. A full list of codes can be viewed by selecting ?

Where the member has been shown as “married” on the previous screen then the Census Data section will also include additional questions regarding the marriage, as follows:

The screenshot shows a web form titled 'Part 7' with the following sections:

- Member Information:** BARBARA COUNHAN, SD43 / 098635, AW8 - part 7.
- Navigation:** Back, Print, Employer Menu, E-Forms.
- Section: Please tell us:**
 - The date of your marriage / civil partnership: 1 January
 - Have details of marriage / civil partnership been verified by sight of the certificate?: No
 - Your spouse / civil partner's date of birth: 1 January
 - Has the spouse / civil partner's date of birth been verified by sight of the birth certificate?: No
 - Your spouse / civil partner's first name: [Empty]
 - Your spouse / civil partner's surname: COUNHAN
 - Your spouse / civil partner's National Insurance number: [Empty]
- Section: Please enter census data:**
 - Disability: Long-Standing Illness
 - Religion / Belief: Buddhism
 - Sexual Orientation: Not disclosed
 - Ethnicity Code: A
- Buttons:** Next, Cancel.

A callout box with a red arrow pointing to the spouse's surname field contains the text: "Note the 'spouse's surname' has been pre-filled, however, it can be over typed if incorrect."

Note: If the member is unable to provide either their Partner’s date of birth and/or date of marriage please use 01 January 1900 as a dummy date and choose “No” to the question “has the certificate been seen?”

Click on ‘Next’ to proceed.

Part 8 - The HM Revenue and Customs Information Screen

Found at Part 8 of AW8 (HM Revenue and Customs)

This contains information required by NHS Pensions to enable the member's Life Time Allowance to be correctly notified to the member under the HMRC Rules.

Please use the drop down boxes as appropriate and complete the required information as detailed on the AW8.

PAULA SMITH
SD13 / 000095
AW8 - part 8

NHS
Pensions Agency

Back Print Employer Menu E-Forms

Part 8 - HM REVENUE AND CUSTOMS (HMRC) INFORMATION SCREEN

- Are there any retirement arrangements outside the NHS Pension Scheme?
- Will the annual pension from all pension arrangements, including the NHS Pension Scheme be more than £50,000 a year?
- Pension benefits taken on or after 6 April 2006?
- 3(i) Total aggregated % of LTA used %
- 3(ii) Date of first Benefit Crystallisation Event
- Pension benefits taken before 6 April 2006?
- 4(i) Gross annual pension in payment today or at date of first BCE £
- Should NHS Pension Scheme benefits be treated as entirely in excess of the LTA?

Tick if applicable	Enhancement Type	Certificate Number	Enhancement Factor	Protected Lump Sum Value (£)
<input type="checkbox"/>	Primary protection factor	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="checkbox"/>	Pension credit factor	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Pre-commencement pension credit factor	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	(Defined benefits) non-residence factor	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Recognised overseas transfer factor	<input type="text"/>	<input type="text"/>	

Valid enhanced protection certificate number

Next Cancel

If any mandatory information is missing or in an incorrect format an on screen warning message will be produced in the normal way.

'Click' on 'Next' to proceed.

Part 9 – Personal and Banking details (the pink form of the AW8)

This part of the form requests current address and banking details and therefore must be completed accordingly.

There is a provision to change the member’s address if they **intend** to change their address or move abroad.

The screenshot shows a web browser window titled "NHS Pensions Online - Microsoft Internet Explorer : Envision 1.2". The user is identified as PAULA SMITH, SD13 / 00095, on the AW8 - part 9 form. The NHS Pensions Agency logo is visible in the top right. The form is titled "Part 9" and contains the following sections:

- Part 9**: Have you ever been a member of an Insurance Policy based pension scheme? (Dropdown: No)
- Address**:
 - 1st line of address: THE HOUSE
 - 2nd line of address: ON THE HILL
 - 3rd line of address: TREETOPS
 - 4th line of address: (empty)
 - Is address foreign?: No
 - Post code: FY7 6UF
 - Date of the change: 1 January (with a red arrow pointing to the empty day field)
- Bank or building society account details**:
 - Type of account - if none select voucher: British
 - Branch sort code (this is the six figure number that is usually in the top right hand corner of your cheque): (empty)
 - Account number: (empty)
 - Roll Number: (empty)
- Full name and address of your bank/building society**:
 - Name of Bank or Building society: (empty)
 - 1st line of address: (empty)
 - 2nd line of address: (empty)
 - 3rd line of address: (empty)
 - Account type: Current
- Other Pensions**: If you have any other pensions paid by PAYMASTER, please give details: (empty)

If any mandatory information is missing or in an incorrect format a warning message will appear in red on the screen in the normal way.

Part 9
Have you ever been a member of an Insurance Policy based pension scheme No ▾

Address:

1st line of address

2nd line of address

3rd line of address

4th line of address

Is address foreign?

Post code

**** Entry is required in the 5th line of the address (postcode)**

Date of the change

Bank or building society account details

Type of account - if none select voucher

Branch sort code (this is the six figure number that is usually in the top right hand corner of your cheque)

**** Sort code is not correct - please try again!**

Account number

Roll Number

Full name and address of your bank/building society

Name of Bank or Building society

1st line of address

Postcode must be entered

Sort Code must be six digits*

Bank Account Overseas

NHS Pensions cannot accept electronic AW8's for members with overseas bank accounts. Please send the paper form and mark it as "not submitted on POL – overseas bank account".

***Please see table at Appendix A for help with the correct format for certain bank account numbers and roll numbers.**

Example of completed Screen is below:

The screenshot shows a web browser window titled "NHS Pensions Online - Microsoft Internet Explorer : Envision 1.2". The form contains the following fields:

- Have you ever been a member of an Insurance Policy based pension scheme: No
- Address: 1st line of address: THE HOUSE; 2nd line of address: ON THE HILL; 3rd line of address: TREETOPS; 4th line of address: (empty)
- Is address foreign?: No
- Post code: FY7 6UF
- Date of the change: 1 January
- Bank or building society account details: Type of account - if none select voucher: British; Branch sort code: 123456; Account number: 12345678; Roll Number: (empty)
- Full name and address of your bank/building society: Name of Bank or Building society: TOY TOWN; 1st line of address: ON THE HILL; 2nd line of address: TREETOPS; 3rd line of address: (empty); Account type: Current
- Other Pensions: If you have any other pensions paid by PAYMASTER, please give details: (empty); PAYMASTER reference number of any other pension: (empty)
- Voluntary deductions?: No

Red arrows point from the "Voluntary deductions?" label to the "No" dropdown and from the "Voluntary deductions?" label to the "Next" button.

Please note the 'Voluntary deductions' drop down box

Where you choose 'Yes' an additional screen would be presented for completion, as follows:

The screenshot shows the "Voluntary deductions?" screen with the "Yes" dropdown selected. The form contains the following fields:

- Voluntary deductions?: Yes
- 1. Code number: please select
- Amount of deduction: £ (input fields)
- Health Scheme Membership/Policy Number: (input field)
- 2. Code number: please select
- Amount of deduction: £ (input fields)
- Health Scheme Membership/Policy Number: (input field)
- 3. Code number: please select
- Amount of deduction: £ (input fields)
- Health Scheme Membership/Policy Number: (input field)
- Deductions - monthly or weekly?: monthly

Red arrows point from the "Voluntary deductions?" label to the "Yes" dropdown and from the "Voluntary deductions?" label to the "Next" button.

'Yes ' highlighted and therefore you must complete additional information required

Use 'drop down' boxes and enter amount of deduction accordingly

An example of a correctly completed screen:

Voluntary deductions ?		Yes
1. Code number	221 - CS Sports Council(NHS)	
Amount of deduction	£ 50 00	
Health Scheme Membership/Policy Number	1234567890	
2. Code number	219 - British Health Care Assoc(services)LTD	
Amount of deduction	£ 75 00	
Health Scheme Membership/Policy Number	0123456789	
3. Code number	242 - Bedford Provincial Hospital Services Association - Medical	
Amount of deduction	£ 100 00	
Health Scheme Membership/Policy Number	1111111111	
Deductions - monthly or weekly ?	monthly	
Next		Cancel

On completion 'Click' on 'Next'

Confirmation of Input details

You will then be shown a complete copy of the whole form. You can 'scroll up and down' the page to check the details that you have provided.

NHS Pensions Online - Microsoft Internet Explorer: Envision 1.2

Valid enhanced protection certificate number

Part 9

Have you ever been a member of an Insurance Policy based pension scheme No

Address:

1st line of address THE HOUSE

2nd line of address ON THE HILL

3rd line of address TREETOPS

4th line of address

Is address foreign ? No

Post code

Date of the change 01 January

Bank or building society account details

Type of Account British

Account number 12345678

Roll number

Branch sort code (this is the six figure number that is usually in the top right hand corner of your cheque) 123456

Full name and address of your bank/building society

Name of Bank or Building society TOY TOWN

1st line of address ON THE HILL

2nd line of address TREETOPS

3rd line of address

Account type Current

Other Pensions

If you have any other pensions paid by PAYMASTER, please give details

PAYMASTER reference number of any other pension

Voluntary deductions ? no

Before submitting the AW8 please print this page out and keep for your own records

[Cancel](#) [Submit form](#)

Done Local intranet

You can at this point choose to 'Cancel' the submission if you have located errors in the information to be submitted by "Clicking" on the cancel box. **This will mean that you will need to re input the full form again.**

If the information is correct, Click on 'Submit form' and you will see the following message:



Click on 'OK' and you will be taken back to E-Forms.

Redundancy Additional Screen Details

If Redundancy retirement is selected, you will be required to input additional information

The additional screen at Part 1 will therefore be presented, as below:

Drop down box requesting whether you wish to pay by capitalisation

Retirement age means the normal retirement age on the member's employment contract.

Use drop down boxes to complete.

Select 'Next' to proceed.

The additional screen at Part 2 will be as shown below:

The screenshot shows a web browser window titled "NHS Pensions Online - Microsoft Internet Explorer : Envision 1.2". The page header includes "Welcome to the NHS Pension Scheme ONLINE" and "AW8 - part 2". The NHS Pensions Agency logo is in the top right. A navigation bar contains "Back", "Print", "Employer Menu", and "E-Forms". The main content area is titled "Part 2" and contains the following fields:

- Paying Authority:
- AW343 received?:
- Employed as:
- Place of employment:
- EA Code number: 4052
- Date of Birth: 07/10/1926

At the bottom of the form are "Next" and "Cancel" buttons. A red box highlights the form area, with red arrows pointing from the text below to the "AW343 received?" field and the "Next" button.

This box refers to a member who has concurrent pensionable employments

An example of a completed screen, is as follows:

This screenshot shows the same "Part 2" form as above, but with the following fields filled in:

- Paying Authority: NHS TRUST
- AW343 received?: No
- Employed as: TECHNICIAN
- Place of employment: NHS TRUST
- EA Code number: 4052
- Date of Birth: 07/10/1926

The "Next" and "Cancel" buttons are still present at the bottom.

The additional screen at Part 5 will be as shown below:

Use drop down boxes or input information as appropriate.

SD26 / 031920
AW8 - part 5

Pensions Agency

Back Print Employer Menu E-Forms

Part 5

(A) Classification . 1. Admin. and clerical

(B) Reason for Retirement (tick the appropriate box, if 2 or more reasons apply, tick the highest). 1. Competitive tendering - Premature retirement

(C) Redundancy payments by EA

(a) EA responsible for any compensation charges

(b) EA Code

(c) Gross amount of redundancy payment due, prior to any reduction (see Pt. 15, Para 7 of the EA Guide)

Gross Whitley R.P. £

Any other payments £

(d) Tax code from P45

Enter Tax paid on both amounts at (c) above £

(e) Have you made a redundancy payment ? No

If 'yes' enter amount £

The additional information screen at Part 6 will be as shown below:

Found at Part 7 of the paper AW8 Question Number 6.

Home telephone number (no spaces)

3. Details of other Jobs (only complete this item if you are under the age of 60): please read the booklet

(i) Any work in NHS at time of retirement ? No

(ii) Definitely Re-employed after retirement ? No

4. Allocation of pension

Does member wish to allocate part of their pension? No

4a. Redundancy retirements - Transitional protection

Redundancy retirements - (Between 1 December 2006 and 30 September 2011) ONLY

5. Does the member want an additional lump sum by giving up part of their pension?

5. Send details of marital status, family and certificates direct to the Agency

If member has indicated that they wish to send certificates direct to the Agency, please tick this box

6. Marital status ? Single

7. Do you have any dependant children, if so, how many? 0

Drop down box to input the Choice made by the member – either 'A' or 'B'. 

Ill Health Commutation Award

On selecting Ill Health Commutation award you will be presented with additional boxes to complete at Part One

Screen 1

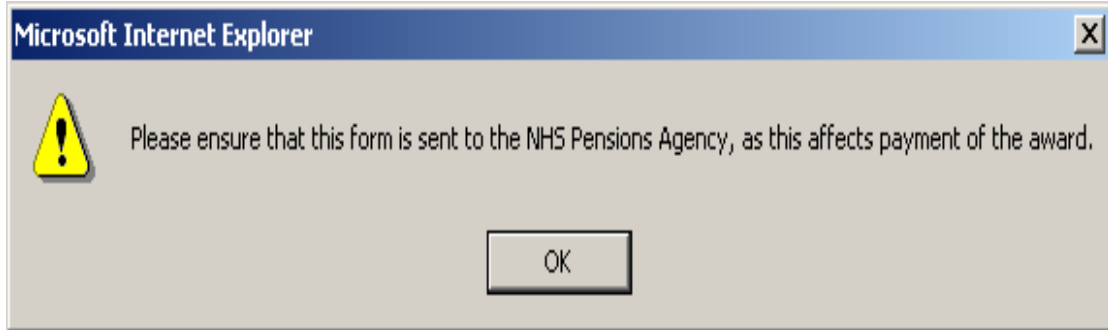
'Select' commuted incapacity from the drop down box.
 'Click' on 'Next'

For a commuted ill health benefits to proceed, the member must have completed the form AW341.

You will therefore be requested to confirm that the AW341 has been received.

Select “yes” and then “Click” on “Next”.

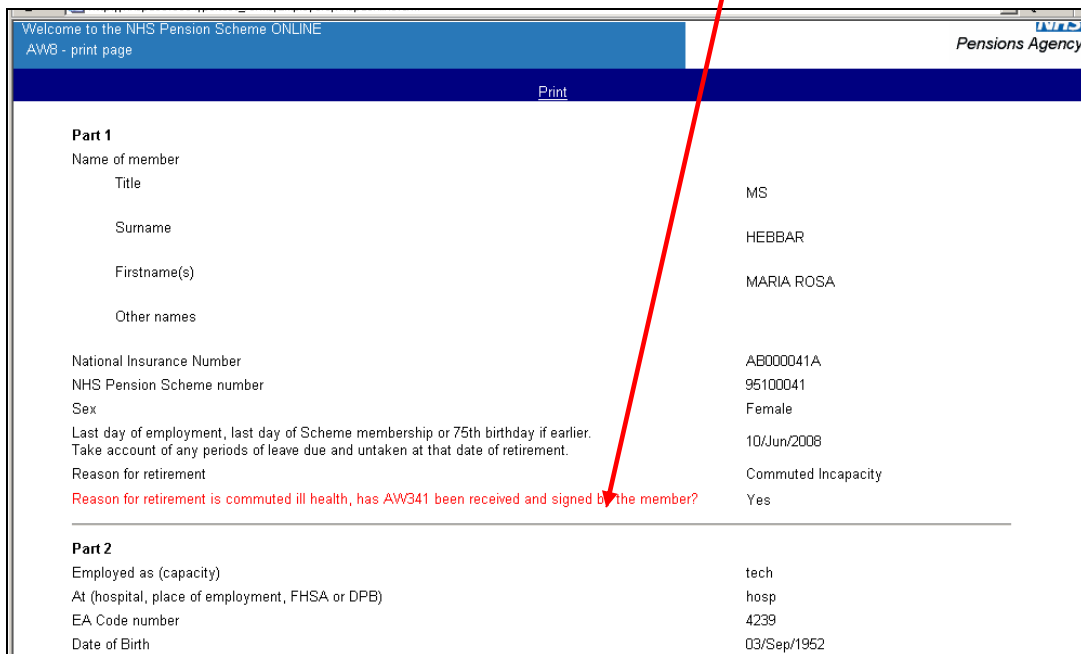
A message will appear to confirm that the AW341 must be sent to the Pensions Division



‘Click’ on the ‘OK’ button.

You can now continue processing the POL form as normal to the confirmation of input details screens. A reminder message will then appear as detailed on the next page.

At the end of processing prior to final submission, you will see the following message in red



Please ensure that you forward the AW341 to the Pensions\Division

Frequently Asked Questions

Q. In which circumstances **must** I send the AW8 to the Pensions Scheme and not process online?

A. Where the member has a foreign bank account

The member is a member of the 2008 section

The member is retiring on grounds of serious ill health and is over age 60.

The member has any type of HMRC Life Time Allowance Protection Certificate.

The member is retiring on the grounds of Interests of Efficiency (note that this may change shortly and a TN will be issued to advise the position).

The member has maximum membership or has reached maximum pensionable age.

Please mark the box as not polled and write the reason on the front of the AW8.

Q. Do I need to verify the Date of Birth on Pensions On Line (SD55G) before submitting the AW8?

A. Yes. You will not be able to submit the AW8 electronically until the Date of Birth has been verified.

Q. What do I do if the following message is produced: —There are update forms in suspense at NHSPA. Please contact your Pension Administrator to arrange clearance of these forms before you proceed to submit the retirement application?

A. Send an email to datacleanse@nhspa.gov.uk. In the subject header, use the following title: AWARD PENDING – SD**/*****. You will receive a return email giving you the go ahead to proceed once the error is cleared.

Q. What do I do if the following message is produced: **** Before processing the AW8, please close member's employment via SD55 (termination) on FOW****.

A. The member's record has not been closed **successfully**. Either submit a form SD55T via Pensions Online or, if already submitted check your error handling list and clear the error. Once the error has been cleared and the record updated, you will be able to proceed. (Note: Please leave a day before attempting to re-submit the AW8)

Q. What if I have definitely closed the record down, but the message is still being produced saying that I need to close the employment?

A. Please take the following actions:

Check to see if the member has another open employment at your Trust (eg bank post). Close the employment down and re-submit AW8. (Note: Please

leave a day before attempting to re-submit the AW8). You may need to submit supplementary TPP details via Employers@nhspa.gov.uk

If still unable to submit there may be another open employment with another Trust. You will need to send the AW8 Paper Form to NHS Pensions. Please mark the box as not polled and write the reason on the front of the AW8.

Q. What if I need to inform the Pensions Division of any supplementary information? (e.g. further tpp details, disallowed days, middle year likely to remain the highest)

A. Send an email to Employers@nhspa.gov.uk immediately after completion of the AW8 online. In the subject header, use the following title: AWARD PENDING – SD**/*****. AW8 Employer Guide (V3) 03/2011 35

Q. How do I obtain a copy of my submission?

A. When you reach the last screen that has the option to “Submit Form”, you will need to scroll up to the top and select of that page and select “Print”. Scroll back down again to click on “Submit form”.

Appendix A –Bank Account Formats

NAME OF SOCIETY	TYPE OF ACCOUNT	SORT CODE	FIELD 2 ACCOUNT NUMBER	FIELD 10 ACCOUNT NUMBER
Abbey National Plc	Bank account Instant Plus	09 01 26	Pensioner's a/c no	Not required
	All savings accounts Instant Saver, Five Star, Sterling Seven Day	09 00 00	00050005	Pensioner's a/c no.
Alliance & Leicester Plc	Cash Plus	72 58 26	Cashplus reference (appears on Cashplus card)	Not required
	Standing Order Collection Accounts	72 58 10	00000000	Pensioner's a/c no
		16 55 10	00000000	Pensioner's a/c no
	Alliance & Leicester Giro	72 60 00 to 72 60 06 (Scotland) 89 20 06	9-digit account numbers. 1st digit of a/c no becomes last digit of sort code	Not required
	Alliance Account	72 50 00 to 72 60 06 (Scotland) 89 10 06	Same rules apply as for Girobank accounts (1st digit of a/c no becomes last digit of sort code)	Not required
	Alliance & Leicester - Isle of Man	16 60 17	12000043	Pensioner's a/c no
Anglo Irish Bank Corp (IOM) PLC		40-05-15	35341139	Pensioner's a/c no
Barnsley	All accounts	62 17 19	00000000	Pensioner's a/c no

Bath Investment	All accounts	40 09 19	40133094	Pensioner's a/c no
Beverley	All accounts	60 02 23	97451436	Pensioner's a/c no
		62 28 90	00000000	Pensioner's a/c no
Birmingham Midshires	All accounts	20 97 78	00968773	Pensioner's a/c no
Bradford & Bingley	13 40 00 accounts	13 40 00	00000000	Pensioner's a/c no
Bradford & Bingley	40 19 38 accounts	40 19 38	10312000	Pensioner's a/c no
Britannia former Bristol & West Savings a/c	All accounts	62 30 23	53731530	Pensioner's a/c no
	Direct Savings	62 24 53	53731530	Pensioner's a/c no
		30 93 73	00124371	Pensioner's a/c no
Britannia	All 8 fig accounts	57 13 27	Pensioner's a/c no	Not required
	All 9 fig accounts	57 13 27	00000000	Pensioner's a/c no
	Isle of Man - All	60 07 03	71040625	Pensioner's a/c no
Buckinghamshire	All accounts	20 02 06	20224448	Pensioner's a/c no
Cambridge	All accounts	20 17 22	40338346	Pensioner's a/c no
Caixa Galicia	All accounts	72 60 00	05197279	Not required
Caixa Galicia	All accounts	30 00 02	00493231	Not required
Chelsea	All accounts	08 60 72	00000001	Pensioner's a/c no (1st 8 digits)
Cheltenham & Gloucester Plc	All accounts			
Chesham	All accounts	40 17 12	90232009	Pensioner's a/c no
Cheshire	All accounts	20 53 77	50244961	Pensioner's a/c no
Chorley & District	All accounts	16 16 22	11758805	Pensioner's a/c no
City & Metropolitan	All accounts	40 15 05	71469134	Pensioner's a/c no
Clay Cross	All accounts	60 01 10	04803183	Pensioner's a/c no

Coventry	All accounts	40 63 01	Pensioner's 9 digit a/c, omitting the last digit and the /	N/A
Cumberland	All accounts (old type)	16 52 21	99999999	Pensioner's a/c no
	All accounts (new type)	16 52 21	Pensioner's a/c no	Not required
Darlington	All accounts	40 19 03	40277061	Pensioner's a/c no
Derbyshire	All accounts	57 00 55	00000000	Pensioner's a/c no
Dudley	All accounts	08 90 48	70715024	Pensioner's a/c no
Dunfermline	Account types 11 - 19 (inc Dunfermline Gold)	83 92 06	Pensioner's a/c no	Not required
	All others	83 92 07	00000000	Pensioner's a/c no
Earl Shilton	All accounts	60 07 12	13761536	Pensioner's a/c no
	New sort code (replacement)	60 11 06	13761536	
	New Accounts	62 28 71	Pensioner's a/c no	
Ecology	6 digit accounts starting 00 or 000	05 03 88	40417739	Pensioner's a/c no
	All others	05 03 88	40417716	Pensioner's a/c no
First Active PLC	All accounts	30 15 25	63227798	Pensioner's a/c no
First National	All accs except Guaranteed Windfall	90 21 27	11327930	Pensioner's a/c no
Furness	All accounts	16 12 27	40393606	Pensioner's a/c no
Frizzell Bank Ltd	All accounts	51 81 18	02618281	Pensioner's a/c no
Gainsborough	All accounts	30 93 41	00041688	Pensioner's a/c no
Greenwich	All accounts	60 09 16	25225138	Pensioner's a/c no
Halifax Plc	Cashcard, Maxim or accounts with banking details	Halifax range of sort codes (11 series)	Pensioner's a/c no (as quoted on statement)	Not required
	All others	Halifax range of sort codes (11 series)	00000000 or 99999999	Pensioner's a/c no
Halifax Plc	Isle of Man - All	30 12 80	00135710	Pensioner's a/c no

Hanley Economic	All accounts	30 01 20	09995102	Pensioner's a/c no
Harpenden	All accounts	40 23 11	01246356	Pensioner's a/c no
Hinckley & Rugby	All accounts	40 24 19	81228218	Pensioner's a/c no
Holmesdale	All accounts	60 17 27	27584798	Pensioner's a/c no
Ilkeston	All accounts	40 25 29	21052683	Pensioner's a/c no
Ipswich	All accounts	23 44 48	00004000	Pensioner's 9-digit a/c no commencing 25
Jamaica National Overseas (UK) Ltd	All accounts	30 12 95	00189875	Pensioner's a/c no
Kent Reliance	All accounts	62 24 97	00000000	Pensioner's a/c no
Lambeth	All accounts	57 11 94	34266844	Pensioner's a/c no
Leeds (previously Leeds & Holbeck)	All accounts	30 00 00	00240303	Pensioner's a/c no
	Investment accounts	30-00-05	00038664	Pensioner's a/c no
	includes former Mercantile a/c's	40 27 15	12440040	Pensioner's a/c no
	Premier cheque account	08 61 19	Pensioner's a/c no	N/A
Leek United	All accounts	40-28-01	11012258	Pensioner's a/c no
Loughborough	All accounts (use for new notifications)	30 00 80	01781004	Pensioner's a/c no
	Old sortcode-collection acc still in use	30 95 21	00556885	Pensioner's a/c no
Manchester Building Society	All accounts	08 90 00	70127065	Pensioner's a/c no
Mansfield	All accounts	20 55 62	10613185	Pensioner's a/c no
Market Harborough	All accounts	20 49 08	70608386	Pensioner's a/c no
Marsden	All accounts	01 05 93	01525182	Pensioner's a/c no
Melton Mowbray	All accounts	40 32 14	10572780	Pensioner's a/c no
Monmouthshire	All accounts	40 34 27	10600717	Pensioner's a/c no
Nat West	Cash Plus	6 digit sort code supplied	8 digit a/c supplied	16 digit Card Reference not necessary

National Commercial Bank Jamaica Ltd(London) 1st Floor 83 Victoria St LONDON SW1H OHW		20 00 00	90663689	Pensioner's a/c no
National Counties	Pre-1993 accounts	40 20 24	90614629	Pensioner's a/c no (10 digits followed by 1st 3 letters of name)
National Counties	Post-1993 accounts	40 20 24	90614629	Pensioner's a/c no (10 digits - No letters of surname)
Nationwide	Flexaccount	07 01 16	Pensioner's a/c no	Not required. If an account number is quoted as ****/6***** then use a sortcode of 07 01 16 and the account number less the ****/6 in field 2
	Cashbuilder (Card Account)	07 00 30	Pensioner's a/c no	Not required
	Cashbuilder (Passbook a/c) and other investment a/cs	07 00 93	33333334	Pensioner's a/c no
Newbury	All accounts	20 59 14	50660000	Pensioner's a/c no
		62 28 74	00000000	Pensioner's a/c no
Newcastle	All accounts	23 59 54	00000008	Pensioner's full a/c no (inc alpha characters)
	All accounts	23 59 54	Pensioner's a/c no (numeric digits only)	Not required
Northern Rock	Cheque accounts	08 60 64	Pensioner's a/c no	Not required
	Investment accounts	08 61 15	88888888 or 00000515 is preferred	Pensioner's a/c no

	Guernsey - All accounts	30 93 73	01207246	Pensioner's a/c no
North Lanarks Municipal	All accounts	82 20 00	90005528	Pensioner's a/c no
National Westminster	Gibraltar - all accounts	60 60 60	02100002	Pensioner's a/c no
North of England	All accounts	20 83 69	40672432	Pensioner's a/c no
Norwich & Peterborough	All accounts	08 60 81	Pensioner's a/c no	Not required
Nottingham	All accounts	60 80 09	96875364	Pensioner's a/c no
Nottingham Imperial	All accounts	40 35 18	41137085	Pensioner's a/c no
Penrith	All accounts	60 16 21	77173163	Pensioner's a/c no
Portman	Cheque a/cs, Portman Wessex Current A/c	23 71 70	Pensioner's a/c no	Not required
	All investment a/cs	20 11 39	90050210	Pensioner's a/c no
Post Office		90-78-68	Pensioner's 8 digit a/c	Not required
Principality	All accounts	20 18 15	90653535	Pensioner's a/c no
Progressive Building Society	All accounts	90 21 27	43486565	Pensioner's a/c no
Providian National Bank	All accounts	20 32 53	00159255	Pensioner's a/c no
Prudential	Egg Account	40 61 99	0 before the pensioner's seven digit a/c no	Not required
Saffron Walden Herts & Essex	All accounts	20 74 05	00775991	Pensioner's a/c no
Saga A/c Postal Service	All accounts	57 11 84	53731530	Pensioner's a/c no
Scarborough	All accounts	40 40 22	40724971	Pensioner's a/c no
Scottish	All accounts	83 06 08	00255419	Pensioner's a/c no
Shepshed	All accounts	60 14 10	89883209	Pensioner's a/c no
Skipton	Investment accounts	20 78 42	70798924	Pensioner's a/c no
Stafford Railway	All accounts	20 81 00	70848336	Pensioner's a/c no

Staffordshire	All accounts	20 97 78	10789011	Pensioner's a/c no (8 digit)
	Mortgage accounts	20 97 78	50789038	Pensioner's a/c no
Standard	All accounts	30 96 15	00152528	Pensioner's a/c no (11 digit)
Stroud & Swindon	All accounts	40 43 21	91199501	Pensioner's a/c no
Swansea	All accounts	30 95 46	01464485	Pensioner's a/c no
Teachers	All accounts	60 24 43	60230282	Pensioner's a/c no
Tipton & Coseley	All accounts	20 27 17	70885096	Pensioner's a/c no
Universal	All accounts	30 00 47	00013906	Pensioner's a/c no
Vernon	All accounts	08 90 24	70236215	Pensioner's a/c no
Victoria Mutual	All accounts	20 00 00	80571512	Pensioner's a/c no
West Bromwich	All accounts	40 46 13	91066277	Pensioner's a/c no
West Cumbria	All accounts	82 68 29	90000990	Pensioner's a/c no
Woolwich Plc	Current Account	10 80 02 see *	Pensioner's Cheque A/c No	N/A * Woolwich transferred to Barclays Bank in 2007. Obtain individual account details from members
Woolwich transferred to Barclays Bank in 2007. Obtain individual account details from members	Prime Gold card	10 80 02 see *	Pensioner's a/c no (last 8 digits)	N/A * Woolwich transferred to Barclays Bank in 2007. Obtain individual account details from members
	Open Plan	10 80 12 see *	Pensioner's A/C no	N/A * Woolwich transferred to Barclays Bank in 2007. Obtain individual account details from members

	All others	10 80 00 to 10 80 09 see *	1st 8 digits of roll number	N/A * Woolwich transferred to Barclays Bank in 2007. Obtain individual account details from members
	Guernsey - All accounts	60 09 20	49652494	Pensioner's a/c no
Yorkshire / Gainsborough Building Society	All accounts except mortgage, secured loan and Sharesave	57 00 45	1st 8 digits of roll number	Full 10-digit roll number
	Mortgage, secured loan, Sharesave	62-23-37	1st 8 digits of roll number	Full 10-digit roll number
Yorkshire Building Society		60 92 04	1st 8 digits	Not Required