

|  |  |  |
| --- | --- | --- |
| *Employers address:*  Pensions Officer |  | *Your address:* |

**Form SM27B – Membership enquiry with an employer**

|  |  |
| --- | --- |
| I have read and understood both the Membership record and Standard membership enquiry factsheets and wish to query my NHS pensionable employment details with you.  *Please tick this box:* |  |

My details are shown below.

|  |  |
| --- | --- |
| Title (e.g. Mr, Mrs, Miss, Dr) |  |

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| Former surname (if applicable) |  |

|  |  |
| --- | --- |
| Other names |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth |  |  | / |  |  | / |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance number |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NHS Pension Scheme membership number (if known) | SD |  |  | / |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Employer payroll reference number (if known) |  |

|  |  |
| --- | --- |
| Contact telephone number |  |

|  |  |
| --- | --- |
| Email address |  |

|  |  |
| --- | --- |
| Job title |  |

|  |  |
| --- | --- |
| Place of work |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment start date |  | Leaving date (if left) |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NI number |  |  |  |  |  |  |  |  |  |

Details of pensionable employment to be investigated / confirmed

Complete this page in duplicate or attach a separate letter if you wish to investigate multiple employments with the **same** employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Query type** | **Information currently held for you by NHS Pensions** | | **Details you believe should be held for you** | |
| **Missing membership** | *(Employment is missing)* | | I worked from       to | |
| **Start date** | Records show I started on | | It should show from | |
| **Leaving date** | Records show I left on | | It should show I left on | |
| **Annual hours/sessions**  *(Pension year runs from 1 April to 31 March)* | Pension year ending | Hours/sessions recorded | Pension year ending | Correct hours/sessions |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Disallowed days | Records show       days | | It should show       days | |

Remember, if you need to query pensions information not listed above, refer to the SM27C form.

You may wish to keep a copy of this form before sending to your employer.

Complete the declaration below and send this form to your employer to answer.

I declare that the information I have given is correct and complete.

|  |  |  |
| --- | --- | --- |
| Signature |  | |
|  |  | |
| Date |  |  |

Note: all third party requests must include a signed letter of authority from the Scheme member.

**Employer note:** Please refer to the ‘SM27D’ for your reply - held on our website.