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# NHS Pensions Online (POL) Guide

## 14. Joiner Forms Overview

If this is the first time the employee has been in the Scheme, processing of the joiner form will allocate the member with an SD reference number and an electronic Pensions Scheme record will be created.

If the individual has previous Scheme membership the same SD reference number and existing electronic record will be used.

There are 3 joiner forms used to submit details of new Scheme Members to The National Health Service Business Services Authority (NHSBSA). For their employment to be recorded correctly it is important that you select the correct joiner form.

Before you can notify The NHSBSA of annual contribution and pay details via form **SD55 annual update** or an **SD55 Termination** form, a joiner form must be submitted and process successfully via The NHSBSA processing system.

The 3 forms are:

**SS10** – available to all NHS employers, General Practitioner (GP) Practices & Direction Employers

**SS10GP** – only available to GP Practices for non-medical employees

**SS14** – available to all NHS Employers, GP Practices & Direction Employers

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e-forms

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**Note:** Temporary National insurance (NI) Numbers cannot be input on joiner forms. If the member has not yet been issued with a National Insurance number by Her Majesty's Revenue and Customs (HMRC) then this field should be left blank and The NHSBSA will issue a "ZZ" number. When a number is issued by HMRC you should then notify The NHSBSA by completing form **SD55G** with the revised NI number

If the member has previously been a member of the Scheme but you do not know their SD reference number you can look for this using the **Search** facility in Pensions Online.