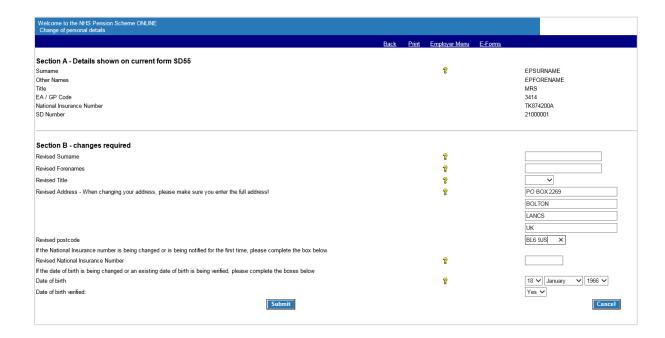


NHS Pensions Online (POL) Guide

21. SD55G - Change of Personal Details

The SD55G e-form and employer error handling form has been enhanced to include the members' title as an amendable field as well as the following personal details:



Revised title drop down options:

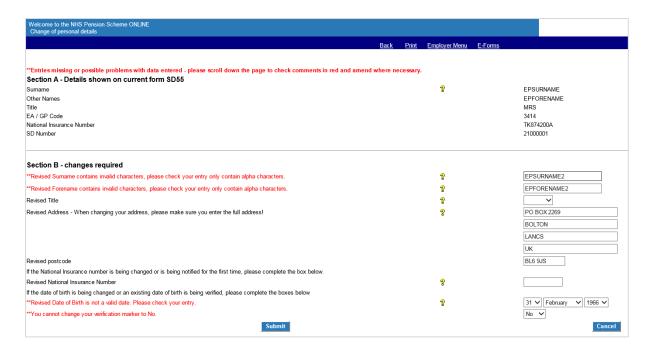
Code	Translation
DR	DOCTOR
M/S	M/S
MISS	MISS
MR	MR
MRS	MRS
MS	MS
PROF	PROFESSOR
REV	REVEREND
SIR	SIR

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

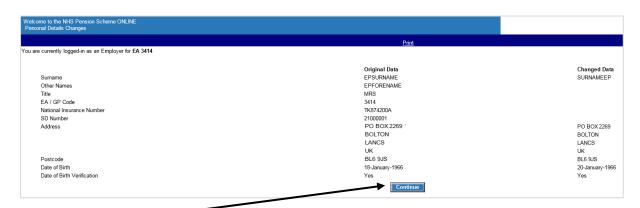
The form does have some validation checks as follows:

- Surname/forename and address fields must be recognised characters
- The Date Of Birth (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:



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



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