

A decorative horizontal bar with a blue top layer and a green bottom layer, tapering towards the center.

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:

Welcome to the NHS Pension Scheme ONLINE
Change of personal details

Back Print Employer Menu E-Forms

Section A - Details shown on current form SD55

| | | |
|---------------------------|---|------------|
| Surname | ? | EPSURNAME |
| Other Names | | EPFORENAME |
| Title | | MRS |
| EA / GP Code | | 3414 |
| National Insurance Number | | TK874200A |
| SD Number | | 21000001 |

Section B - changes required

| | | |
|---|---|--|
| Revised Surname | ? | <input type="text"/> |
| Revised Forenames | ? | <input type="text"/> |
| Revised Title | ? | <input type="text"/> |
| Revised Address - When changing your address, please make sure you enter the full address! | ? | <input type="text" value="PO BOX 2269"/> |
| | | <input type="text" value="BOLTON"/> |
| | | <input type="text" value="LANCS"/> |
| | | <input type="text" value="UK"/> |
| Revised postcode | | <input type="text" value="BL6 3JS"/> <input type="button" value="x"/> |
| If the National Insurance number is being changed or is being notified for the first time, please complete the box below. | | <input type="text"/> |
| Revised National Insurance Number | ? | |
| If the date of birth is being changed or an existing date of birth is being verified, please complete the boxes below | | |
| Date of birth | ? | <input type="text" value="18"/> <input type="text" value="January"/> <input type="text" value="1966"/> |
| Date of birth verified: | | <input type="text" value="Yes"/> |

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 Practitioner (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:

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****Entries missing or possible problems with data entered - please scroll down the page to check comments in red and amend where necessary.**

Section A - Details shown on current form SD55

| | | |
|---------------------------|---|------------|
| Surname | ? | EPSURNAME |
| Other Names | | EPFORENAME |
| Title | | MRS |
| EA / GP Code | | 3414 |
| National Insurance Number | | TK874200A |
| SD Number | | 21000001 |

Section B - changes required

****Revised Surname contains invalid characters, please check your entry only contain alpha characters.** ?

****Revised Forename contains invalid characters, please check your entry only contain alpha characters.** ?

Revised Title ?

Revised Address - When changing your address, please make sure you enter the full address! ?

| | |
|--|-------------|
| | EPSURNAME2 |
| | EPFORENAME2 |
| | ▼ |
| | PO BOX 2269 |
| | BOLTON |
| | LANCS |
| | UK |
| | BL6 9JS |

Revised postcode

If the National Insurance number is being changed or is being notified for the first time, please complete the box below.

Revised National Insurance Number ?

If the date of birth is being changed or an existing date of birth is being verified, please complete the boxes below

****Revised Date of Birth is not a valid date. Please check your entry.** ?

****You cannot change your verification marker to No.** ?

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

Welcome to the NHS Pension Scheme ONLINE
Personal Details Changes

Print

You are currently logged-in as an Employer for EA 3414

| | Original Data | Changed Data |
|----------------------------|---|---|
| Surname | EPSURNAME | SURNAMEEP |
| Other Names | EPFORENAME | |
| Title | MRS | |
| EA / GP Code | 3414 | |
| National Insurance Number | TK874200A | |
| SD Number | 21000001 | |
| Address | PO BOX 2269 BOLTON LANCS UK BL6 9JS | PO BOX 2269 BOLTON LANCS UK BL6 9JS |
| Postcode | | |
| Date of Birth | 18-January-1966 | 20-January-1966 |
| Date of Birth Verification | Yes | Yes |

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