

A decorative horizontal bar at the top of the page, featuring a blue background with a green gradient on the left side.

NHS Pensions Online (POL) Guide

23. Reason For Termination (RFT)1

This form is used to notify The National Health Service Business Services Authority (NHSBSA) of the monthly amounts of employees and employers contributions paid, including any adjustments from previous months.

Once you have selected the Reason For Termination (RFT)1 link you have the following options:

- View previously submitted RFT1 forms
- Continue to the RFT1
- Return to E-Forms

EA - 2523 Back Print Employer Menu E-Forms

Exit Online Services

Administer Employer Contacts

Administer Employer Access

Site Update

IMPORTANT - Please Read Before Proceeding

Your RFT1 will only be accepted if:

- There are no incorrect entries made.
- You have clicked submit and it has been confirmed at the top of the screen that your form has been successful.
- Payment is made by RFT1 OPG Transfer System.

- Once you have submitted your RFT1, please DO NOT send a paper copy, payment will be collected on your requested date.
- Your requested date for transfer of funds must be a minimum of 2 working days from the date of submission.
- Payment must be received within 19 days of the end of the month in which they were deducted from Salary.
- Submission of details electronically authorises NHS Pensions Agency to collect the amounts by REVERSE TRANSFER from your OPG account.

NOTE - It is essential that the correct PGO account number is entered. This is NOT your EA Ref. Please ensure this is completed correctly to guarantee collection of funds from the correct account.

[Continue to RFT1 Form](#) [View previously input RFT1 Form\(s\)](#)

[Return to E-Forms](#)

View Previously Input RFT1 Forms

This link shows you all the previously submitted forms RFT1:

Previously submitted RFT1 forms List

| Form | Date Received | Submitted by | Amount |
|--------------------------|---------------|--------------|--------------|
| OCT 2009 | 16-Oct-2009 | - | £15007543.11 |
| OCT 2009 | 16-Oct-2009 | - | £888698.49 |
| SEP 2009 | 15-Sep-2009 | - | £15564394.92 |
| SEP 2009 | 15-Sep-2009 | - | £896331.02 |
| AUG 2009 | 18-Aug-2009 | - | £15565828.78 |
| AUG 2009 | 18-Aug-2009 | - | £886520.39 |
| JUL 2009 | 16-Jul-2009 | - | £15948714.98 |
| JUL 2009 | 16-Jul-2009 | - | £951626.74 |
| JUN 2009 | 11-Jun-2009 | - | £15632788.18 |
| JUN 2009 | 11-Jun-2009 | - | £886910.23 |
| MAY 2009 | 18-May-2009 | - | £15420204.49 |
| MAY 2009 | 18-May-2009 | - | £924787.69 |
| APR 2009 | 22-Apr-2009 | - | £15702138.98 |
| APR 2009 | 22-Apr-2009 | - | £985111.30 |
| MAR 2009 | 19-Mar-2009 | - | £16541878.59 |
| MAR 2009 | 19-Mar-2009 | - | £855225.55 |

When you select any of the months you can then view the payments made in that month:

Previously submitted RTF1 form

Date submitted - 16/10/2009

Part A

Account Name

Your PGO Account Number (this is not your EA ref)

Date of Transfer 19-Oct-2009

| Receiving Account | Account Number | Payee Ref | Amount |
|--------------------|----------------|---|----------------|
| NHSPA Benefits AVC | 0 0 | SUP Month EA Ref (month ie. JAN) OCT | £ 15007543 .11 |

Part B

EA Name

EA Reference

Month (month ie. JAN) - Year OCT 2009

1. Total pensionable pay on which contributions are payable £ 65526041 .43

| 2. Summary of contributions payable and actually paid to the Agency | | Employees | Employers | Total |
|--|------------------------|------------|------------|-------------|
| A. Contributions deducted from payrolls/salary including AVC's (no money purchase) | | 5052670.04 | 9164789.34 | 15004709.39 |
| B. Adjustments in respect of | Month Year MAR 2008 | -6401.65 | 8856.46 | 2833.72 |
| C. Total payment | | 5046268.39 | 9173645.80 | 15007543.11 |

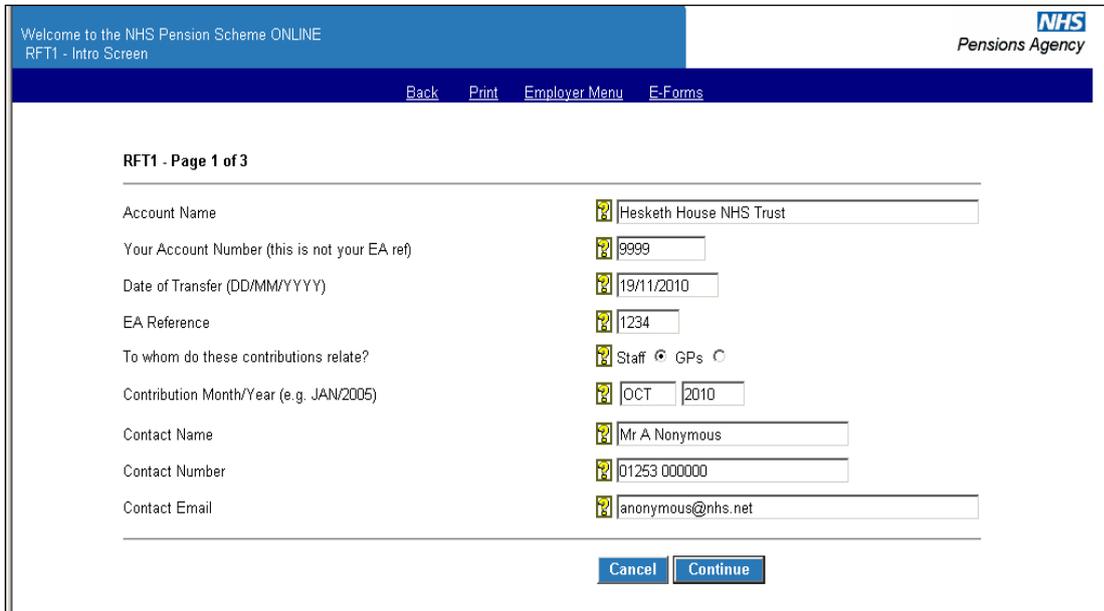
[back](#)

Part A of the forms shows details of the total payment made and the date made and Part B is a breakdown of the employees and employers contributions together with any adjustments made.

Continue to RFT1 Form

When this link is selected you will be presented with a blank form for completion.

There is validation within the form and where incorrect data is entered you will receive onscreen error messages and these must be dealt with before you can proceed through the completion process:



Welcome to the NHS Pension Scheme ONLINE
RFT1 - Intro Screen

NHS
Pensions Agency

[Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

RFT1 - Page 1 of 3

Account Name

Your Account Number (this is not your EA ref)

Date of Transfer (DD/MM/YYYY)

EA Reference

To whom do these contributions relate? Staff GPs

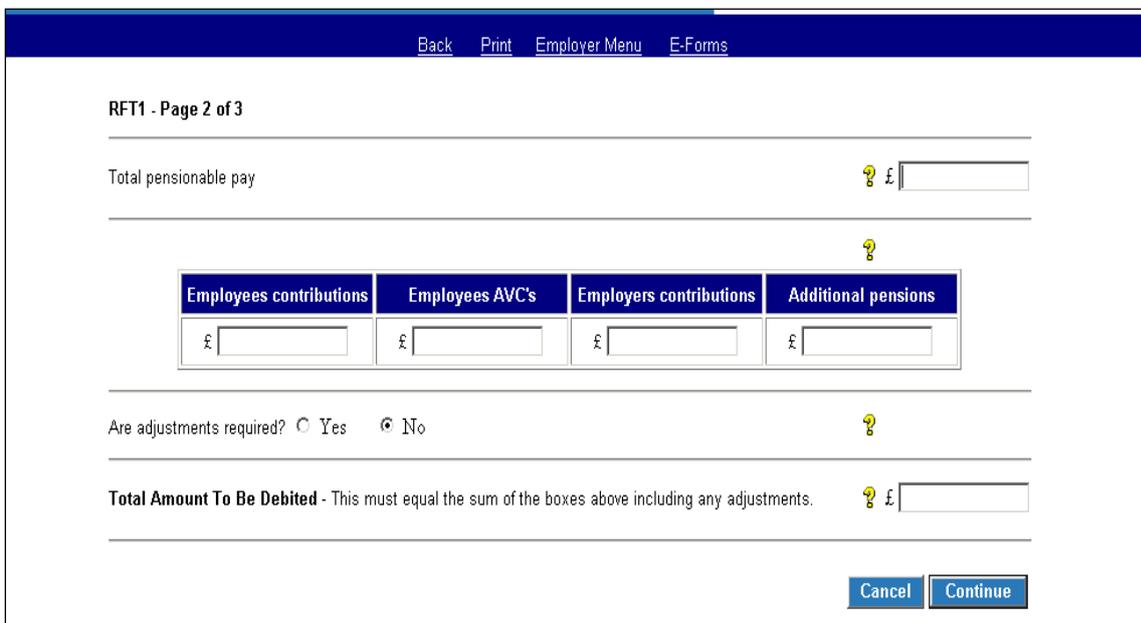
Contribution Month/Year (e.g. JAN/2005)

Contact Name

Contact Number

Contact Email

When valid data is entered you will be taken to the next page to complete, as follows:



[Back](#) [Print](#) [Employer Menu](#) [E-Forms](#)

RFT1 - Page 2 of 3

Total pensionable pay

| Employees contributions | Employees AVC's | Employers contributions | Additional pensions |
|-------------------------|------------------------|-------------------------|------------------------|
| £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |

Are adjustments required? Yes No

Total Amount To Be Debited - This must equal the sum of the boxes above including any adjustments.

If any adjustments need to be made select “Yes” and additional input boxes will be displayed, as follows:

Are adjustments required? Yes No ?

When making negative adjustments, please put a minus sign (-). Which Month/Year does this adjustment apply? (e.g. SEP 2007)

| Employees contributions adjustments | Employees AVC's adjustments | Employers contributions adjustments | Additional pensions adjustments |
|--|--|--|--|
| £ <input style="width: 80%;" type="text"/> |

Total Amount To Be Debited - This must equal the sum of the boxes above including any adjustments. ? £

If mismatching data is submitted you will again receive onscreen error messages, as follows:

YOUR RFT1 HAS NOT BEEN SUBMITTED - Possible problems with data entered - please check the comments in red, amend where necessary and re-submit.

Total pensionable pay ? £

| Employees contributions | Employees AVC's | Employers contributions | Additional pensions |
|--|---|--|---|
| £ <input style="width: 80%;" type="text" value="145000.00"/> | £ <input style="width: 80%;" type="text" value="25000.00"/> | £ <input style="width: 80%;" type="text" value="256000.00"/> | £ <input style="width: 80%;" type="text" value="0.00"/> |
| ** Your Employees contributions should be between £ 25000.00 and £ 45000.00 i.e. between 5% and 9% of the total pensionable pay entered. | | | |

Are adjustments required? Yes No ?

When making negative adjustments, please put a minus sign (-). Which Month/Year does this adjustment apply? (e.g. SEP 2007)

**Please enter a valid month in the format MMM e.g. JAN

| Employees contributions adjustments | Employees AVC's adjustments | Employers contributions adjustments | Additional pensions adjustments |
|--|--|---|--|
| £ <input style="width: 80%;" type="text" value="-600.00"/> | £ <input style="width: 80%;" type="text" value="0"/> | £ <input style="width: 80%;" type="text" value="-1400.00"/> | £ <input style="width: 80%;" type="text"/> |

Total Amount To Be Debited - This must equal the sum of the boxes above including any adjustments. ? £

** This field must equal the sum of all the other fields (£424000.00) , please check and re-key.

When the data has been corrected and submitted you will then receive the following screen for you to check and confirm the details before they are submitted, as follows:

RFT1 Summary - Page 3 of 3 (Your form will not be submitted until you press 'Submit')

EA Reference
 Account Name
 PGO Account Number
 Contribution Month/Year: APR 10
 Total pensionable pay: £ 500,000.00
 Contribution for: Staff

| Employees contributions | Employees AVC's | Employers contributions | Additional pensions |
|-------------------------|-----------------|-------------------------|---------------------|
| £ 45,000.00 | £ 25,000.00 | £ 256,000.00 | £ 0.00 |

Adjustments Adjustment period: JAN 10

| Employees contributions adjustments | Employees AVC's adjustments | Employers contributions adjustments | Additional pensions adjustments |
|-------------------------------------|-----------------------------|-------------------------------------|---------------------------------|
| £ -600.00 | £ 0.00 | £ -1,400.00 | £ 0.00 |

Total Amount To Be Debited : £ 324,000.00 Date of Transfer : 15 Jun 2010

Contact Name: Mr A Nonymous
 Contact Number: 01253 774774
 Contact Email: anonymous@nhs.net.uk

[Amend](#) [Cancel](#) [Submit](#)

If you select "cancel" you will be taken out of the form completely.

If you select "amend" you will be taken back to the previous screen to amend the details.

If you select "submit" this confirms you are happy with your entries and the form will be submitted to The NHSBSA and you will receive a confirmation screen of the details submitted, as follows:

Print Employer Menu E-Forms

FT1 Summary You have now submitted your form. Select 'print' to print a copy for your records

A Reference:
 Account Number:
 PGO Account Number:
 Contribution Month/Year: APR/2010
 Total Pensionable Pay: £500,000.00
 Contribution for: Staff

| Employees | AVCs | Employers | Additional Pensions |
|------------|------------|-------------|---------------------|
| £45,000.00 | £25,000.00 | £256,000.00 | £0.00 |

Adjustments

| Employees | AVCs | Employers | Additional Pensions | Adjustment Period |
|-----------|-------|------------|---------------------|-------------------|
| -£600.00 | £0.00 | -£1,400.00 | | JAN 2010 |

Total Amount to be debited **Date of Transfer**

| | |
|-------------|------------|
| £324,000.00 | 15/06/2010 |
|-------------|------------|

Contact Name: **Mr A Nonymous**
 Contact Number: **01253 774774**
 Contact Email: **anonymous@nhs.net.uk**

* previously submitted forms can be viewed and printed from the eforms menu by selecting FT1 then clicking 'view previously submitted RFT1s' button
 * recently submitted RFT1s may not show on the list until up to 3 days after submission

To return to E-Forms or the Employer Menu select the correct area from the blue bar at the top of the screen.

There is also an option to print the details on the blue bar at the top of the screen.