

NHS Pensions – Changes to employer organisation contact details

Please complete this form electronically and email it to: nhsbsa.contactdetails@nhs.net
Parts A, B & F are mandatory, as is Part H where there is an organisational change.
Job roles only need to be completed where applicable to your organisation.

EA code Please add any additional EA codes that you administer in Part G of this form

EA name

Part A – Chief Executive/Accountable Officer/Lead GP

Contact name

Job title

Email address

Telephone number

Ext

Address

Postcode

Part B – Main pensions administrator

(responsible for the day to day running of pensions)

Contact name

Job title

Email address

Telephone number

Ext

Address

Postcode

Is the above a third party payroll provider?

Yes

No

Part C – Main Finance contact
(responsible for paying the contributions)

Contact name		
Job title		
Email address		
Telephone number		Ext
Address (If different from that in Part B)		
Postcode		

Part D – Finance Director

Finance Director		
Email address		
Telephone number		Ext
Address (If different from that in Part B)		
Postcode		

Part E – HR Director

HR Director		
Email address		
Telephone number		Ext
Address (If different from that in Part B)		
Postcode		

Part F – Total Reward Statement (TRS) or Annual Benefit Statement (ABS) contact details

Contact name	<input type="text"/>		
Job title	<input type="text"/>		
Email address	<input type="text"/>		
Telephone number	<input type="text"/>	Ext	<input type="text"/>
Address (If different from that in Part B)	<input type="text"/>		
Postcode	<input type="text"/>		

Part G – Additional EA information

Please add any additional EA codes and names that you administer below. The above details will be applied to these EA codes. If this is not correct please complete a separate contact details form for each EA code.

<input type="text"/>

Part H - Explanation of change in circumstances

Examples of changes we need more information about include but are not limited to; Partners leaving or retiring, new Partners being added to contracts, change of premises, branch sites being added or removed, change to organisation ownership, change of organisation name. You may be contacted by the Scheme Access Team and asked to provide additional information.

<input type="text"/>

The Employer Newsletter is automatically sent to the person registered as the main pensions contact (in Part B). If you would like other members of staff in your organisation to receive the Employer Newsletter, they can subscribe by emailing nhsbsa.stakeholderengagement@nhs.net and requesting to be added to our distribution list.

Pensions Online details

If you wish to amend your Pensions Online contact details, complete the [POL administrator amendment form](#) available on our website.

If you do not have access to Pensions Online and would like to register, please see the [POL registration process guide](#) on our website.

Make Contribution Payments details

If you wish to amend your Make Contribution Payments details, complete the [Make Contribution Payment Primary User Change form](#) available on our website.

If you do not have access to Make Contribution Payments and would like to register, please see the [Finance pages](#) of our website.

Please note

- This form may be rejected if it is incomplete.
- If further information is required you will be contacted.
- If your organisation has not been issued with an EA code **do not** complete this form, refer to [Scheme Access website](#).