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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 three 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 three forms are:

SS10 – available to all NHS employers, general practitioner (GP) practices (for practice doctors that are employed at a trust) and/or direction employers

SS10GP – only available to GP practices for non-medical employees

SS14 – available to all NHS employers, GP practices and direction employers

The screenshot shows the NHS Pension Scheme ONLINE e-forms interface. On the left, there is a navigation menu with the following items: Exit Online Services, Member search, Administer Employer Contacts, Administer Employer Access, and Site Update. On the right, there is a list of E-Forms. Arrows point from the descriptions of SS10, SS10GP, and SS14 to the corresponding links in the E-Forms list.

Form ID	Description
SS10	JOINER - for Trusts, PCTs and GP Practice Doctors
SS10GP	JOINER - for GP Practice Staff
SS14	JOINER - for practitioners

Note: Temporary National Insurance (NI) Numbers cannot be input on joiner forms. If the member has not yet been issued with a NI number by HM 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.