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| NHS Pensions  PO Box 683, Unit 5  Newcastle Upon Tyne  NE5 9EE |  | *Your address:* |

**Form SM27C – Membership enquiry with NHS Pensions**

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| --- | --- |
| I have read and understood both the Membership record and Standard membership enquiry factsheets and wish to query my employment details. *Please tick this box:* |  |

My details for the period my enquiry relates to, are shown below.

|  |  |
| --- | --- |
| Title (e.g. Mr, Mrs, Miss, Dr) |  |

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| Former surname (if applicable) |  |

|  |  |
| --- | --- |
| Other names |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth |  |  | / |  |  | / |  |  |  |  |

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| National Insurance number |  |  |  |  |  |  |  |  |  |

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| NHS Pension Scheme membership number (if known) | SD |  |  | / |  |  |  |  |  |  |

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| --- | --- |
| Employer payroll reference number (if known) |  |

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| --- | --- |
| Contact telephone number |  |

|  |  |
| --- | --- |
| Email address |  |

|  |  |
| --- | --- |
| Job title |  |

|  |  |
| --- | --- |
| Place of work |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment start date |  | Leaving date (if left) |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NI number |  |  |  |  |  |  |  |  |  |

**Details of pensionable membership you wish to query.**

Complete this page in duplicate or attach a separate letter if you wish to investigate multiple employments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Query type** | **Information held for you by NHS Pensions** | | **Details you believe should be held for you** | |
| **Missing membership** | *(Employment is missing)* | | I worked from       to | |
| **Start date** | Records show I started on | | It should show from | |
| **Leaving date** | Records show I left on | | It should show I left on | |
| **Annual hours/sessions**  *(Financial year runs from 1 April to 31 March)* | Financial year ending | Hours/sessions recorded | Financial year ending | Correct hours/sessions |
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| **Disallowed days** | Records show       days | | It should show       days | |
| **Added Years credit** | years       days | | It should show       years       days | |
| **Transfer in credit** | years       days | | It should show       years       days | |
| **Last known name and address of the NHS employer** |  | | | |

Please confirm if you can provide supporting documentary evidence and complete the declaration below.

|  |  |
| --- | --- |
|  | I have included all relevant supportive evidence I hold and the payslip summary sheet where necessary. |

|  |  |
| --- | --- |
|  | I do not hold any supportive documentary evidence I can provide. |

I declare that the information I have given is correct and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Note**: all third party requests must include a signed letter of authority from the scheme member.

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| NI number |  |  |  |  |  |  |  |  |  |

If you are supplying multiple payslips to support your enquiry, please number them in date order of each employment being queried and complete the requested details below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Payslip Summary sheet** | | | |
| Start and end date of employment being queried  For example;*01/01/2006 to 10/08/2008* | Payslip number  *1* | Date shown on payslip  *January 2006* | NHS Pension contributions shown  *£50.00* |
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You can print additional sheets if required.