

|  |  |  |
| --- | --- | --- |
| *Employers address:*Pensions Officer      |  | *Your address:*      |

**Form SM27B – Membership enquiry with an employer**

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

My details are shown below.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Details of pensionable employment to be investigated / confirmed

Complete this page in duplicate or attach a separate letter if you wish to investigate multiple employments with the **same** employer.

|  |  |  |
| --- | --- | --- |
| **Query type** | **Information currently 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***(Pension year runs from 1 April to 31 March)* | Pension year ending | Hours/sessions recorded | Pension year ending | Correct hours/sessions |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Disallowed days  | Records show       days | It should show       days |

Remember, if you need to query pensions information not listed above, refer to the SM27C form.

You may wish to keep a copy of this form before sending to your employer.

Complete the declaration below and send this form to your employer to answer.

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.

**Employer note:** Please refer to the ‘SM27D’ for your reply - held on our website.