

NHS Pensions - Implementation of a Pension Sharing Order/ Attachment Order

Please complete this form on receipt of your Pension Sharing Order/Attachment Order and return to us at the address below so that we can implement the Order.

Part 1 - Your details

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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Membership no. (if known)

This is the membership number of the Pension Sharing Member.

SD			/							
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Address

Post code

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Contact telephone number

Email address

Part 2 - I enclose the following original documents:

- Sealed Consent Order
- Sealed Pension Sharing Annex/Attachment Annex
- Decree Absolute/Dissolution Order

Part 3

You can make payment by bank transfer to: **Sort Code:** 60- 70 - 80 **Account number:** 10021205

If you wish to pay by BACS payment we require notification. When your payment has been made please email us at pensionspod@nhsbsa.nhs.uk to notify us. You must include the SD reference number of the member and your full name/your client's full name. This is required as proof of payment. Your request cannot be processed without this information.

Alternatively you can pay by cheque (made payable to the NHS Business Services Authority). Please allow 10 working days for cheques to be processed.

I enclose a cheque (please allow 10 working days for the payment to process)

I have made payment by bank transfer and have sent proof of the payment

Signature

Date

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Important information

NHS Pensions are unable to implement a Pension Sharing Order/Attachment Order unless all the following are received:

- Sealed Consent Order,
- Pension Sharing Annex/Annexes,
- a copy of the Decree, Absolute/Dissolution Order, and
- full payment of the implementation fee.

Please return to:

NHS Pensions

PO Box 683
Unit 5
Newcastle Upon Tyne
NE5 9EE

How we use your information

The NHS Business Services Authority – NHS Pensions will use the information provided for administering your NHS Pension Scheme membership and processing payment of your NHS pension benefits. We may share your information to administer and pay your NHS pension, enable us to prevent and detect fraud and mistakes, for debt collection purposes, or as required by law. For more information about who we share your information with and how long we keep your personal data and your rights, please visit our website at www.nhsbsa.nhs.uk/yourinformation