



# CAPITA HARTSHEAD

## PPF Standard Data Interface to HartLink

### Trustee Guidance

#### On Behalf of the

Pension  
Protection  
Fund

**Project** PPF Implementation  
**Version:** 4.0

**Status:** Updated



## Revision History

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0.4	20.06.2006	Revision
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0.6	06.07.2006	Revision of data section
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3.3	31.01.2007	Updated re DC benefits
3.4	26.02.2007	Minor revisions
3.5	12.03.2007	Minor revision to instructions on Compensation at Assessment Date
3.6	21.03.2007	Minor revision to instructions on Comp. End Date and Accrued Benefit at DOL
4.0	08.11.2007	Updated to include Annuity data request and enhance explanation following Capita / PPF feedback



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## Appendix A - Interface Template



## 1. Introduction

This document provides guidance on the data interface template to be used by Trustees for the provision of data. The purpose of the template is to provide beneficiary data records in a standard, agreed format. This data will be provided to Capita Hartshead for the purpose of administering the scheme on the completion of transfer to the Pension Protection Fund (PPF).

The template will be provided in Excel format with four sections (see below). In order to keep the template as simple as possible, detailed instructions and guidance on completion are provided in this guidance document.

It should be noted that this document only provides guidance on the electronic data required by Capita Hartshead. It does not cover additional data or information that may be required such as scheme or member documentation, work in progress at transfer, outstanding issues and so on. In addition, the requirement for archiving of system data which is not required by Capita Hartshead is not covered in this document. These requirements will be defined elsewhere.

## 2. Data Interface Template

The spreadsheet consists of four main sections:

1. Scheme Details – This provides the basic details required at scheme level, which apply to all beneficiaries; only one record is expected.
2. Beneficiary Details – This provides personal information, compensation details and payroll details for each beneficiary within the scheme. One record per beneficiary, per period of employment with the company is expected in this worksheet.
3. Trailer Record – This record is designed for Trustees to provide control totals in relation to the data provided, in order to reconcile the information against the records loaded on to the HartLink system. These totals must be calculated from your source data rather than the data supplied in Appendix A.
4. Annuity Data – This provides personal information and annuity details for relevant beneficiaries. One record per beneficiary, per annuity is expected in this worksheet and must match with a beneficiary already supplied with record type 2.

The tables later in this guidance are laid out in the order of the columns on the template. Within the tables, you will note the following columns:

- Field Description
- Column Header Reference
- Data Formats
- Field Length
- Format Required/Input Options
- Input Instructions

The purpose of the last four columns is summarised below.

### Data Formats

The following key explains the type of data, which will be expected in relation to each field:

<i>Value</i>	<i>Meaning</i>
X	Alphanumeric – Any number, letter or character allowed
N	Numeric – Numbers only expected
D	Date Field – Date only expected

### Field Length

This column denotes the maximum number of characters, of the relevant type as stated above, which will be allowed in this field.

### Format Required/ Input Options

In some instances, the data must be provided in a specific, compatible format in order for it to load successfully via the interface. In other circumstances, a particular choice of options will exist in order to ensure that the beneficiary details are set up correctly. This column specifies the format required, or the available options, in these circumstances.

### Input Instructions

In many instances, it is necessary to keep the field descriptions as simple as possible, for the sake of brevity.

Both for this reason, and to help make the provision of data in the required format as straightforward as possible, we have provided a description of what information is required in each field. As some fields are self-explanatory, you will find that a description is not always provided.

### 3. General Notes

- Please ensure that no additional characters are included within the data, for example there should not be any spaces at the beginning or end of each piece of data. Spaces are acceptable where required to define separate pieces of information, for example within forenames or Honorary Titles.
- Headings are included within the tables below to indicate general sections of information such as Personal Details, Compensation and so on. These headings are to aid reference within this document, and will not exist in the Excel template.

- Due to the number of columns in the data interface template, certain columns have been coloured to help break the template down into manageable sections. Those highlighted are the elements, single payments (i.e. refunds, transfers out and trivial commutations) and third party payments (i.e. court order deductions). Please ensure all columns on the template are completed appropriately for the members of the scheme.
- Compensation must be paid at the Normal Pension Age (NPA) from which no actuarial reduction will be applied. Where the member has more than one NPA, the compensation payable at each NPA is referred to as a “tranche” and must be recorded separately. Within each tranche, there may be more than one “element”, most commonly where these relate to pensionable service before 6 April 1997, or in some cases for transfers in (particularly if these were a fixed pension rather than a service credit – as detailed on page 7).

In order to ensure that the member’s compensation is paid correctly, their data must be provided as individual elements, and the data interface should be populated accordingly. On the data interface template, there are Elements columns (AJ to FS) for this purpose.

For example a scheme may have two NRAs, so two tranches, each with pre and post 97 service elements. This scheme could use the data interface elements as follows:

- Element 1 – compensation accrued pre 97 payable from NPA 60
- Element 2 – compensation accrued post 97 payable from NPA 60
- Element 3 – compensation accrued pre 97 payable from NPA 65
- Element 4 – compensation accrued post 97 payable from NPA 65

Each scheme may use the elements differently. If your data is not currently held to separate elements of compensation in this way, the appropriate elements will need to be calculated. **If you need any advice in this respect, you should raise this with your contact at the PPF.** If the scheme is complex, the ‘Member Calculation Assumptions’ field may be used to record the method used.

For any elements where the benefit has been fully commuted, i.e. a cash sum has been taken but no cash or compensation liability remains, no data need be supplied.

- Child’s pension – children who were not entitled to benefits under the scheme rules may now receive them under PPF legislation, provided that the member died after the assessment date. If you have any cases like this, you will need to supply details to create a record for the child. Whilst the pension may not yet be in payment, as it is on hold until Transfer Date, you should provide a standard beneficiary record with payment details and amounts.

- Divorces – there are two types of Divorce Orders; Pension Earmarking and Pension Sharing.

*Pension Earmarking (Attachment Order)* – when the member reaches NPA and takes their benefits, the allotted proportion of their benefits is paid to the ex-spouse. For these cases, the relevant deduction percentage should be completed in the payroll section along with the deduction type and relevant payee information in this section.

*Pension Sharing* – when the order was made, the relevant amount of benefit will have either been transferred out or set up on a separate Pension Credit record in respect of the ex-spouse. These details are requested in the Employment Details section, and should only be completed for the member's record. All compensation amounts provided should be inclusive of the Pension Debit amount, i.e. the gross figure. Please record the pension debit pre and post 97 splits at Pension Debit Implementation date in the relevant member's calculation assumptions field (column AH). It is vital that, if any of your members have a Pension Debit, the Pension Debit revaluation method is also provided, at scheme level. If no members have a Pension Debit, this field may be left blank.

Where the record is in respect of a Pension Credit Member (the ex-spouse) this information is indicated by Class (X) in the Employment Details section.

- Transfers in – where the member was **active** at the Assessment Date and had previously received a transfer in, in the form of an amount of pension, rather than the more usual service credit, this benefit may not be considered under the standard formula for compensation calculation under the current legislation. However the trustee should discuss these transfers in with the PPF to ascertain how they should be treated for the purposes of the data schedule. If the PPF confirms that the transfer should not be counted for compensation purposes under current legislation you will need to notify the PPF of the beneficiaries affected by this.

The value of the transfer in pension must be calculated as at Assessment Date in line with other deferred benefits and included in the compensation section of the data, as outlined in the enclosed Data Interface Template. The transfer in pension must be recorded separately to the member's other benefits (as a separate element) and where the pension contains both pre and post 97 benefits, these should also be split out accordingly. The 'Paid up Pension' field should be populated with 'Y'.

If the member was **deferred** at Assessment Date, this data should be treated in the same way as any other element and the 'Paid up Pension' field should be populated with 'N'.

- It may be that some of the data requested is not applicable to your scheme. For example, if (on legal advice you have confirmed that) equalisation doesn't apply and/or only one NPA exists, then you would only need to complete at most three elements of benefit – one for Pre 97, one for Post 97 and potentially one for a transferred in pension as outlined above, and the NPA for each would be the same.
- Pensions for spouses/relevant partners and children/dependants – where these were in payment at Assessment Date, compensation is payable only until such time as they would have ceased under the Admissible Rules. Consequently it is essential that end dates are provided for these, as per the instructions.
- Where an annuity is being received in respect of a beneficiary in record type 2, the details of the annuity including future spouse/dependant entitlement should be recorded in record type 4. Please note if the annuity does not pay a spouse's pension but the scheme rules provided for one and the member has a spouse at date of death compensation will be payable to the spouse

#### **4. Data Provision and Process**

- The data file must be provided to the PPF by the date agreed during the transition period.
- Test data will be required prior to the final extract of data. The timings of the data extracts are likely to depend on the size and characteristics of the scheme. A timetable for each scheme will be agreed with the Trustees during the assessment period.

Data queries will be raised by Capita Hartshead with the PPF.



**Data Format:**

- The data should be provided in the format agreed with the PPF.
- The filename should be constructed in the following format, hyphenating each element:
  - PPF
  - Pension Scheme Registry Number
  - The version number of the data template used, replacing the '.' with '-'
  - File sequence number

**Example:**

If Registry Number is 12345678, Data Template is version 4.0 and it's the first data file:

PPF-12345678-4-0-01

- The data should contain any and all changes up to and including the extraction date. Any changes received subsequently should be forwarded to your PPF contact.

**How:**

- Please email data to the Transition Analyst at the PPF that has been allocated to your scheme. If you are unsure who the Transition Analyst is, please contact the Caseworker for the scheme.
- When you submit data, please include a contact name and telephone number for any feedback or queries, which the Transition Analyst will provide. Once amended, you will then need to provide a revised data files as quickly as possible to enable the PPF to start paying compensation from the Transfer Date.

**When:**

- Test data should be submitted to the PPF as soon as is practicable within the assessment period. Dates should be agreed with the Transition Analyst for the scheme.
- Live data must be provided to Capita Hartshead by the PPF taking into account the proposed Transfer Date and payroll cut-off dates for the month of the proposed first payment by the PPF. Again, the date for provision of live data should be agreed with the Transition Analyst for the scheme.

You should take every measure to ensure that the data is in the correct format and that all the necessary information has been included, before forwarding the data to the PPF. Data will not be loaded to the Capita Hartshead system if the data file contains errors, and potentially some warnings (depending on the members affected).



## 5. Data Interface File Format

### Record type 1 - Scheme details

Field description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Scheme Name	A	X	100		Name of Scheme
Sponsoring Employer	B	X	60		Name of sponsoring Employer
Segregated part name:	C	X	60		If the scheme is segregated, the relevant section, otherwise leave blank
Company Number	D	X			Company number of the Sponsoring Employer
Scheme Registry Number	E	X			Pension Scheme Registry reference of the Scheme.
Unique reference under PPF:	F	X			Unique reference for use by PPF – PPF levy number as found on PPF levy invoice.
Assessment Date	G	D	10	99/99/9999	
Transfer Date	H	D	10	99/99/9999	For test data, this should be the date at which you extract the data from your system and submit this to the PPF for review. For the live cut of data, this should be the proposed Transfer Date agreed with the PPF.
Does scheme allow Unmarried Partners as beneficiaries?	I	X	1	Y/N	Did Admissible Rules provide for a survivor's pension to be paid to a partner who was not married to the member?
Does scheme allow Spouses as beneficiaries?	J	X	1	Y/N	Did Admissible Rules provide for a survivor's pension to be paid to a spouse of the member?
Spouse/Unmarried Partner payment period	K	X	1	C,R,P,D,O or blank	Where a spouse's/unmarried partner's pension is already in payment at Assessment Date, do the Admissible Rules specify that these benefits will end at any date other than the beneficiary's death? If it ends on cohabiting, enter C. If it ends on remarriage, enter R. If it ends after a set period, enter P. If payable for life, enter D. If other, enter O. Leave blank if no spouse or unmarried partner benefits are payable under the Admissible Rules.



Field description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Dependant payment period	L	X	1	C,R,P,D,O or blank	Where a pension is in payment to a dependant (ie not a spouse, child or partner) at Assessment Date, do the Admissible Rules specify that these benefits will end at any date other than the beneficiary's death? If it ends on cohabiting, enter C. If it ends on remarriage, enter R. If it ends after a set period, enter P. If payable for life, enter D. If other, enter O. Leave blank if no dependant benefits are in payment.
Scheme Calculation Assumptions:	M	X			Enter any calculation assumptions (or comments) which were applied to ALL members when calculating compensation where data was incomplete or calculation methods were unclear eg FPS formula, deductions made etc.
Scheme Pension Debit revaluation:	N	X			Where any members have a Pension Debit against them, enter details of the model of revaluation adopted by the Scheme for treatment of these benefits.



**Record type 2 - Beneficiary details**

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
<b>PERSONAL DETAILS</b>					
NI Number	A	X	9	AA999999A	
Title	B	X	8		Full stops not required
Forenames	C	X	30		If the full forename is not available, please enter initials in this field, leaving a space between letters.
Surname	D	X	30		
Date of Birth	E	D	10	99/99/9999	
Gender	F	X	1	M,F	
Previous Name	G	X	30		Maiden or previously used name, where applicable/available
Honours	H	X	30		Any honours listed at end of member's name, eg MBE, OBE.
Marital Status	I	X	1	M,S,D,B,C,P, U,W, L	Marital Status of Beneficiary: M = Married S = Single D = Divorced B = Civil Partnership C = Co-habiting P = Separated U = Unknown W = Widow(er) L = Unmarried Partner
Marital Status Effective Date	J	D	10		Date this marital status took effect – please enter, where information available.
Address line 1	K	X			Separate column for each line of address
Address line 2	L	X			Separate column for each line of address
Address line 3	M	X			Separate column for each line of address
Address line 4	N	X			Separate column for each line of address
Address line 5	O	X			Separate column for each line of address

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Post Code	P	X	9		
Overseas Address	Q	X	1	Y,N	
Telephone Number	R	N	20		Contact telephone number where available.
Mobile Telephone Number	S	N	20		Please enter mobile number where available, without any spaces between the digits.
Email Address	T	X	60		Email address where available.
Class	U	X	1	M,S,P,L,C,X,D	Please enter the appropriate code for each beneficiary: M - Member S - Spouse P - Civil Partner L - Unmarried Partner C - Child X - Ex Spouse – Pension Credit member D - Dependant The last six are for beneficiaries receiving pensions following the death of a member. Potential beneficiaries, i.e. spouse/partner/child do not require a record – these will only be created in the event of the member's death.
Spouse's NINO:	V	X	9	AA999999A	This is only required for Pension Credit members (class X). Please enter the NI of the pension debit member whose benefits resulted in this Pension Credit.
Status at Assessment date:	W	X	1	1,2,3,4,5,6,7,0	The person's status at Assessment Date 1 - Pension in payment 2 - Pension which has been postponed 3 - Active and over NPA 4 - Active and under NPA 5 - Deferred and under NPA 6 - Pension Credit member 7 - Ill-Health pension in payment 0 - Non-member i.e. dependant arising post Assessment Date
Pension Debit details:	X	X	1	Y/N	Has this member had a Pension Sharing Court Order against them?
Pension Debit effective	Y	D	10	99/99/9999	The date at which this order was implemented

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
date:					
Pension Debit amount:	Z	X	13	zz,zzz,zz9.99	The annual amount of benefit at the effective date in column Y. Please note, the pension debit pre and post 97 split at this date <b>must</b> be recorded in Calculation Assumptions field (Column AH)
Ex-Spouse's details:	AA	X	9	AA999999A	This is only required for members with a Pension Debit. Please enter the NI of the Pension Credit member, who is the beneficiary of this member's Pension Debit.
Employee Number/Other Reference	AB	X	12		Where Status is P and Class is S, P, L, C or D please enter the NI of the deceased member. Otherwise, please enter reference if currently used by beneficiaries to identify their benefits.
Participating Employer	AC	X	60		Name of participating Employer/Company of employment (including spaces)
Date joined Employer	AD	D	10	99/99/9999	Only applicable if member is Class M.
Date joined Scheme	AE	D	10	99/99/9999	Only applicable if member is Class M.
Date of Leaving (where earlier than AD)	AF	D	10	99/99/9999	Applicable if beneficiary is Class M or X. For M please enter the date of leaving if before Assessment Date. If after the Assessment Date leave blank. For X please enter the date the benefits were created.
Status	AG	X	1	D,P,R,C,T	<b>D - Deferred / Preserved</b> This includes members who have passed their NPA and whose compensation must now be put into payment. <b>P – Pensioner</b> If any element of benefit is actually in payment, please enter P. <b>R - Refund - with payment to make</b> <b>C - Trivial Commutation - with payment to make</b> <b>T - Transfer - with payment to make</b> Please note, records are only required for R, C and T members where payment has not yet been made.
Member Calculation Assumptions:	AH	X			Enter any calculation assumptions, which were applied to THIS member when calculating compensation where data/methods were unclear e.g. FPS formula, deductions, etc. If calculations have been

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
					carried out to work out the compensation amount for individual elements, details of these may also be recorded here. If the member has a pension debit the pension debit pre and post 97 split at the pension debit effective date <b>must</b> be recorded here
<b>COMPENSATION</b>					
Defined Contribution benefits	AI	X	1	Y / N	If member has any undischarged DC benefits, enter Y. If member has no DC benefits or all have already been fully discharged, enter N.
Element 1 - Compensation Type	AJ	X	2	D,P	D = Deferred/Preserved benefit, including any compensation calculated for members who have passed NPA but are not yet receiving actual pension payments. P = Pension actually in payment.
Element 1 - Paid-up Pension	AK	X	1	Y/N	If the member was <b>Active at Assessment Date</b> , i.e. status 3 or 4, and this benefit arises as a result of a transfer in which awarded a <b>fixed paid up pension</b> amount, rather than a service credit, enter Y otherwise enter N.
Element 1 - NPA	AL	X	5		This is required for all Class M (member) and X (pension credit member) beneficiaries Status D and P. Normal Pension Age at which beneficiary could take this benefit without actuarial reduction. Where this compensation is in relation to a class other than M or X, there will not be a NPA applicable – please enter SV for these cases.
Element 1 - Date Pension Commenced	AM	D	10	99/99/9999	<b>If Compensation Type = P</b> , date this benefit came into payment, else leave blank
Element 1 - End date	AN	D	10	99/99/9999	If the pension is being paid to a <b>child and commenced prior to the Assessment Date</b> , this <b>must</b> be populated - please enter the latest date to which this may be paid eg. if payable to 21 then enter the child's 21st birthday. If this pension is being paid to a spouse, partner or any other dependant and will end after a set period, please enter the date it will cease.

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
					Otherwise, leave blank.
Element 1 – Compensation level percentage at Assessment date	AO	X	6	z99.99	If in relation to class M (member) or class X (pension credit member), please enter the compensation level percentage: <ul style="list-style-type: none"> <li>• 100.00 for those at or over NPA or in receipt of an ill health pension at Assessment Date</li> <li>• 90.00 for those under NPA at Assessment Date</li> </ul> Members who are not class M or X should be populated with 100.00. This must be populated for both Compensation Types D and P.
Element 1 - Annual Compensation at Assessment Date	AP	X	13	zz,zzz,zz9.99	<b>If Compensation Type = P</b> please enter the amount of annual compensation at Assessment Date or Date Pension Commenced, if later than Assessment Date. This figure should be <b>after</b> application of the cap and the 90% reduction where applicable. Otherwise leave blank.
Element 1 - Annual Compensation at Relevant Date	AQ	X	13	zz,zzz,zz9.99	<b>If Compensation Type = D</b> the Relevant Date is the later of: <ul style="list-style-type: none"> <li>• Assessment Date</li> <li>• or NPA if this occurs between the Assessment Date and Transfer Date. (If NPA occurs after the Transfer Date, the Relevant Date is the Assessment Date.)</li> </ul> - The figures should be the gross amount <b>before</b> application of any cap or 90% reduction where either are applicable. (The cap and the 90% reduction are only applied at the point that compensation actually becomes payable.) - Revaluation to the Relevant Date should be included. - If the benefit arises from a transferred in paid up pension (i.e. column AK is populated with a Y), the value at Assessment Date must be entered. <b>If Compensation Type = P</b> the Relevant Date is Transfer Date and this will be the actual annual pension in payment at Transfer Date.
Element 1 – Uncapped Annual Compensation at Assessment Date	AR	X	13	zz,zzz,zz9.99	<b>If Compensation Type = P and compensation has been capped</b> - please enter 90% of the <b>uncapped</b> amount at Assessment Date. Otherwise leave blank.
Element 1 - Annual	AS	X	13	zz,zzz,zz9.99	<b>If Compensation Type = D and if the member left the pension</b>



Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Accrued Benefit at Date of Leaving					<b>scheme before Assessment Date</b> , the accrued benefit at date of leaving, before application of any revaluation.
Element 1 - Amount of Defined Lump Sum attached to this benefit:	AT	X	13	zz,zzz,zz9.99	Does Beneficiary have entitlement to a Scheme Lump Sum to be paid in addition to pension and not obtained by commutation of pension? <b>If yes</b> , please enter value at Relevant Date; <b>If no</b> , please enter 0.00. (But please remember, entries should only be made for members who have compensation within this element. So if a member does not have compensation within this element, this field should be left blank.)
Element 1 - Amount of cash already taken:	AU	X	13	zz,zzz,zz9.99	<b>If Compensation Type = P and member retired after Assessment Date:</b> Has Beneficiary already received payment of a cash sum of any kind, via commutation or as of right, from this benefit? If so, please enter the amount. If member retired before Assessment Date, did not commute any benefits in exchange for a cash sum or is Compensation Type D, please leave blank.
Element 1 - Amount of Compensation commuted for a cash sum:	AV	X	6	999.99	<b>If Compensation Type = P and member retired after Assessment Date:</b> Did they commute any of this benefit for a cash sum? If so, please enter the amount of compensation that was commuted. If member retired before Assessment Date, did not commute any benefits in exchange for a cash sum or is Compensation Type D, please leave blank.
Element 1 - Post 97	AW	X	1	Y/N	Does this compensation result from service accrued after 5/4/1997?
<b>BENEFITS ALREADY PAID</b>					
Total Compensation Cap % already used:	FT	X	6	999.99	If any compensation is in payment and the compensation level percentage is 90.00%, enter the relevant % of the Compensation Cap which the compensation represented at Assessment Date or the Date Pension Commenced if later. If no compensation is in payment or compensation is in payment with a compensation level percentage of 100.00%, then leave blank.
Total % of Lifetime	FU	X	6	999.99	If benefits have been paid out post 5/4/06 enter the relevant % of the

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
allowance already used:					Standard Lifetime Allowance which these represented. If no benefits paid, or retirement was prior to 6/4/06, then leave blank.
<b>SINGLE PAYMENTS</b>					
<b>Where Refund payment is due to member</b>					
Gross Amount of Refund:	FV	X	9	zz,zz9.99	Gross amount to be paid after the reduction to 90% and before tax, where a refund is still to be paid.
If AD before 6/4/06: Tax due on refund @ 20%:	FW	X	9	zz,zz9.99	The amount of tax payable if refund was calculated at the pre 6/4/06 basis (and the refund is still to be paid).
If AD after 5/4/06: Tax due on refund @ 20%:	FX	X	9	zz,zz9.99	The amount of tax payable which was calculated at the 20% rate, if refund was calculated on the post 5/4/06 basis (and the refund is still to be paid).
If AD after 5/4/06: Tax due on refund @ 40%:	FY	X	9	zz,zz9.99	The amount of tax payable which was calculated at the 40% rate, i.e. on benefits over £10,800.00 or such future limit as may be advised, if refund was calculated on the post 5/4/06 basis (and the refund is still to be paid).
<b>Where Trivial Commutation payment is due to member</b>					
Gross amount of payment	FZ	X	9	zz,zz9.99	Gross amount to be paid after the reduction to 90% and before tax, where a commutation on triviality is still to be paid.
Total % of Lifetime allowance used by this commutation on the grounds of triviality:	GA	X	6	999.99	Please enter the percentage of the Standard Lifetime Allowance which will be used by this crystallisation event (if the payment is still to be made).
<b>Where Transfer payment is due to member</b>					
Amount of payment	GB	X	9	zz,zz9.99	Gross amount to be paid after the reduction to 90%, where a Transfer is still to be paid.
Amount of payment which relates to Member Contributions	GC	X	9	zz,zz9.99	Value of member contributions included in the transfer value (if the payment is still to be made).
Transfer Destination Country	GD	X	3	XXX	If transfer is still to be paid and is being made overseas, choose from following codes, otherwise leave blank:

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
					AUS – Australia GER - Germany IOM - Isle of Man IRE - Ireland JER - Jersey NED - Netherlands SPA - Spain USA - United States of America OTH - Other FRA - France GUE - Guernsey
<b>The following nine fields are only required where this payment relates to an overseas transfer.</b>					
LTA percentage used	GE	X	6	zz9.99	The percentage of the Standard Lifetime Allowance which will be used by this crystallisation event.
Primary Protection used?	GF	X	1	Y/N	Was primary protection used for this payment?
Enhanced Protection used?	GG	X	1	Y/N	Was enhanced protection used for this payment?
International Protection used?	GH	X	1	Y/N	Was international protection used for this payment?
Pension Credit Protection used?	GI	X	1	Y/N	Was pension credit protection used for this payment?
Protection Certificate Number	GJ	X	8	9999999A	If protection was used, the Protection Certificate number.
Total Excess Fund	GK	X	10	zzz,zz9.99	Required for Revenue Reporting purposes.
Excess Lump Sum Charge	GL	X	10	zzz,zz9.99	Required for Revenue Reporting purposes.
Excess paid as Lump Sum	GM	X	10	zzz,zz9.99	Required for Revenue Reporting purposes.
<b>For all single payments:</b>					
<b>These payroll details are only applicable where a single Refund, Transfer or Trivial Commutation payment is to be made.</b>					
Single Payment Payee Name	GN	X			Name of payee.

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Single Payment Payee Bank Account number	GO	N	11	Maximum of 11 digits	Account number for payment. Do not add additional digits – the account number alone should be entered. For example leading zeroes should not be added or deleted. Accounts numbers should be provided in the same format as currently used to pay pensions.
Single Payment Overseas account?	GP	X	1	Y/N	If payment is to an overseas account please enter Y, otherwise enter N. Details of any overseas accounts should be provided separately.
Single Payment Payee Bank sort code details	GQ	X	8	99-99-99	Sort code for payment
Single Payment Payee Roll number	GR	X	18		If applicable, else leave blank
Single Payment Payee Address Line 1	GS	X			Separate column for each line of address
Single Payment Payee Address Line 2	GT	X			Separate column for each line of address
Single Payment Payee Address Line 3	GU	X			Separate column for each line of address
Single Payment Payee Address Line 4	GV	X			Separate column for each line of address
Single Payment Payee Address Line 5	GW	X			Separate column for each line of address
Single Payment Payee Postcode	GX	X	8		
Single Payment Payee Country	GY	X			If overseas, enter country, otherwise leave blank.
<b>PAYROLL</b>					
<b>Where beneficiary has compensation to be paid:</b>					
Payment Frequency at last payment date?	GZ	X	1	W,M,Q,B,A	W - Weekly M - Monthly Q - Quarterly B - Biannual A - Annual

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Benefits paid in Advance or in Arrears at last payment date?	HA	X	3	ADV,ARR	At the last payment date, were benefits paid in advance or in arrears?
Last payment date	HB	D	10	99/99/9999	The date of the last payment under the Scheme.
Period End Date of Last Payment:	HC	D	10	99/99/9999	The period end date for the period of the last payment made under the previous payroll. E.g. If payments made in advance and last payment date was 1/9, the period end date would be 30/9 as the member has been paid up to and including 30/9. If payments were made in arrears and the last payment date was 31/8, the period end date would be 31/8 as the member has been paid up to and including 31/8.
Tax month of next payment due:	HD	N	2		May = 01. Particularly important where payment is not monthly.
Compensation Payee name:	HE	X			Please note that a child's pension can only be paid to the child's own account. If it is currently paid elsewhere, this needs to be changed before transfer to the PPF.
Compensation Overseas account?	HF	X	1	Y/N	If payment is to an overseas account please enter Y, otherwise enter N. Details of any overseas accounts should be provided separately.
Compensation Payee Bank account number:	HG	N	11	Maximum of 11 digits	Account number for payment. Do not add additional digits – the account number alone should be entered. For example leading zeroes should not be added or deleted. Accounts numbers should be provided in the same format as currently used to pay pensions.
Compensation Payee Sort code:	HH	X	8	99-99-99	
If Building Society, roll number:	HI	X	18		If applicable, else leave blank
<b>Where a Court Order Deduction is Required:</b>					
Court Order Deduction annual amount:	HJ	X	8	zzzz9.99	If there are any Court Order deductions to be made regularly please enter the annual amount.
Outstanding Balance of Deduction:	HK	X	8	zzzz9.99	If the Court Order is for a specific total amount then please provide outstanding balance at Last Payment Date

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Protected Earnings:	HL	X	8	zzzz9.99	Is there a limit to which the deduction can reduce the member's pension? If so, please enter relevant minimum amount.
Type of Deduction:	HM	X			If Deduction is in relation to Pension Earmarking on Divorce, please enter "Pension Earmarking" If Deduction is in relation to another form of Court Order, please enter "Court Order"
Frequency of Deduction:	HN	X	1	M,Q,B,A	M - Monthly Q - Quarterly B - Biannual A - Annual
Commencement date:	HO	D	10	99/99/9999	Date this deduction started if already in payment. If related to Pension Earmarking, date the deduction is due to start ie NPA. Otherwise, please leave blank.
Finish date:	HP	D	10	99/99/9999	Date this deduction is due to finish - blank if not applicable or payment is continuous.
Earmarking Percentage:	HQ	X	6	zz9.99	If a Pension Earmarking deduction exists please enter the appropriate percentage to be earmarked at NPA.
3rd Party Payee name:	HR	X			If this deduction is to be paid direct to a third party, eg on a court order, enter payee details.
3rd Party Reference:	HS	X			Any reference to be quoted when making this payment
3rd Party Address Line 1	HT	X			Separate column for each line of address
3rd Party Address Line 2	HU	X			Separate column for each line of address
3rd Party Address Line 3	HV	X			Separate column for each line of address
3rd Party Address Line 4	HW	X			Separate column for each line of address
3rd Party Address Line 5	HX	X			Separate column for each line of address
3rd Party Address Postcode	HY	X	9		
3rd Party Address Country	HZ	X			If overseas, enter country, otherwise leave blank.

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
3rd Party Bank account number:	IA	N	11	Maximum of 11 digits	Account number for payment. Do not add additional digits – the account number alone should be entered. For example leading zeroes should not be added or deleted. Accounts numbers should be provided in the same format as currently used to pay pensions.
Overseas account?	IB	X	1	Y/N	Must be populated if a deduction exists
3rd Party Sort code:	IC	X	8	99-99-99	
If Building Society, 3rd Party roll number:	ID	X	18		If applicable, else leave blank
<b>Where a beneficiary has compensation to be paid:</b>					
Gross Pension paid to date (current tax year):	IE	X	8	zzzz9.99	
Tax paid on pension to date (current tax year):	IF	X	8	zzzz9.99	If pension has been paid but no tax was paid, please enter zero.
Gross Deductions paid to date (current tax year):	IG	X	8	zzzz9.99	If any deduction other than income tax exists.
Gross Previous Earnings to date (current tax year)	IH	X	8	zzzz9.99	Salary, where pension payments commenced during the current tax year.
Tax paid on Gross Previous Earnings to date (current tax year):	II	X	8	zzzz9.99	Tax paid on Salary as above.
Tax Code:	IJ	X	7		
Tax Code basis:	IK	X	1	M,C	M = Month 1, C = Cumulative
<b>SIMPLIFICATION</b>					
Primary Protection:	IL	X	1	Y,N	Does Beneficiary have Primary Protection?
Enhanced Protection:	IM	X	1	Y,N	Does Beneficiary have Enhanced Protection?
International Protection:	IN	X	1	Y,N	Does Beneficiary have International Protection?
Pension Credit Protection:	IO	X	1	Y,N	Does Beneficiary have Pension Credit Protection?



Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
Certificate Number:	IP	X	8	9999999A	If Protection exists, Certificate Number:
Certificate Date:	IQ	D	10	99/99/9999	If Protection exists, Certificate Date:





### Record type 3 – Trailer Records

Field description	Column Header Reference	Data Format	Input Instructions
Total number of Beneficiary records	A	N	Total number of Beneficiary records from source data, that are transferring to the PPF.
Total number of 'Member' Beneficiary records	B	N	Total number of transferring beneficiary records where Class = Member
Total number of 'Spouse' Beneficiary records	C	N	Total number of transferring beneficiary records where Class = Spouse
Total number of 'Child' Beneficiary records	D	N	Total number of transferring beneficiary records where Class = Child
Total number of 'Ex Spouse' Beneficiary records	E	N	Total number of transferring beneficiary records where Class = Ex-spouse
Total number of 'Partner' Beneficiary records	F	N	Total number of transferring beneficiary records where Class = Civil Partner
Total number of 'Unmarried Partner' Beneficiary records	G	N	Total number of transferring beneficiary records where Class = Unmarried Partner
Total number of 'Dependant' Beneficiary records	H	N	Total number of transferring beneficiary records where Class = Dependant
Total number of records where Status is R	I	N	Total number of transferring beneficiary records where Status is Refund - with Refund payment still to be made
Total number of records where Status is T	J	N	Total number of transferring beneficiary records where Status is Transfer - with Transfer payment still to be made
Total number of records where Status is C	K	N	Total number of Beneficiary records where Status is Trivial Commutation - with Trivial Commutation payment still to be made
Total Compensation amount	L	X	Total of all compensation amounts from source data, for all beneficiaries (Status D and P), for all beneficiaries and all elements that are transferring to the PPF. This should correspond to the total Annual Compensation at Relevant Date (see input instructions, column AQ for definition of Relevant Date)
Total Compensation amounts in payment	M	X	Total amount of compensation from source data for beneficiaries with compensation actually in payment. This should correspond to the total Annual Compensation at Relevant Date for beneficiaries with a Status of P. (see input instructions, column AQ for definition of Relevant Date)
Total Refund payments due	N	X	Total amount of Refund payments still to be made



Field description	Column Header Reference	Data Format	Input Instructions
Total Commutation payments due	O	X	Total amount of Commutation payments still to be made
Total Transfer payments due	P	X	Total amount of Transfer payments still to be made



Record type 4 – Annuity Details

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
<b>PERSONAL DETAILS</b>					
NI Number	A	X	9	AA999999A	Must match with a beneficiary already supplied within record type 2
Surname	B	X			Must match with a beneficiary already supplied within record type 2
Date of Birth	C	D	10	99/99/9999	Must match with a beneficiary already supplied within record type 2
<b>ANNUITY DETAILS</b>					
Annuity Type	D	X	1	S, J	Annuity Type: S = Single J = Joint Lives
Annuity Indexation Type	E	X	1	L, E	Annuity Increase Type: L = Level E = Escalating
Name of Insurer	F	X	100		
Policy Number	G	X	100		
Annual Value	H	X	10	zzz,zz9.99	Current annual value
Payment amount	I	X	10	zzz,zz9.99	Current amount of periodic payment
Payment Frequency	J	X	1	M, Q, B, A, O	Payment Frequency: M = Monthly Q = Quarterly B = Biannually A = Annually O = Other
In Payment?	K	X	1	Y, N	Y = Annuity in payment at transfer date N = Annuity not in payment at transfer date
Commencement Date	L	D	10	99/99/9999	If the annuity is in payment at Transfer date then enter the date the annuity commenced. If the annuity is not yet in payment, please enter the future date at which it is due to commence.
Payment Date	M	X	2	99	The day in the month when the payment is actually made. In shorter

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
					months the system will automatically adjust to the last day of the month for later dates
<b>PRE 97 VALUES</b>					
Pre 97 Element Value	N	X	10	zzz,zz9.99	
Pre 97 Indexation Rate	O	X	1	F, N, R, L	Indexation Rate: F = Fixed % N = Nil R = RPI L = LPI If Annual Indexation Type = L, Indexation Rate = N If Annual Indexation Type = E, Indexation Rate = F or R or L
Pre 97 Indexation Rate %	P	X	6	z99.99	If Indexation rate is fixed (F above), please enter the fixed % . Otherwise leave blank.
Pre 97 Increase Date	Q	D	10	99/99/9999	If indexation rate is F, R or L, please enter the date of increase
<b>POST 97 VALUES</b>					
Post 97 Element Value	R	X	10	zzz,zz9.99	
Post 97 Indexation Rate	S	X	1	F, N, R, L	Indexation Rate: F = Fixed % N = Nil R = RPI L = LPI If Annual Indexation Type = L, Indexation Rate = N If Annual Indexation Type = E, Indexation Rate = F or R or L
Post 97 Indexation Rate %	T	X	6	z99.99	If Indexation rate is fixed (F above), please enter the fixed % Otherwise leave blank.
Post 97 Increase Date	U	D	10	99/99/9999	If indexation rate is F, R or L, please enter the date of increase
<b>GUARANTEE DETAILS</b>					
Date Guarantee Expires	V	D	10	99/99/9999	
Guarantee Period	W	X	5	99.99	Years . Months For example: <ul style="list-style-type: none"> <li>• 3 years and 2 months would be "3.2"</li> <li>• 1 year and 11 months would be "1.11"</li> </ul>
Guarantee Effect	X	X	1	L, R	Guarantee Effect:

Field Description	Column Header Reference	Data Format	Field Length	Format Required/ Input Options (where applicable)	Input Instructions
					L = Balance paid as Lump Sum R = Continuing at members Rate for remainder of period
<b>SPOUSE'S DETAILS (only required where the type of beneficiary = Member)</b>					
Spouse's Pension Value	Y	X	10	zzz,zz9.99	Current spouse's pension value
Spouse's Pension %	Z	X	6	z99.99	
Spouse's Higher Rate Value	AA	X	10	zzz,zz9.99	Where the spouse's pension is paid at higher rate for defined period
Spouse's Higher Rate Period	AB	X	5	99.99	Years . Months For example: <ul style="list-style-type: none"> <li>• 3 years and 2 months would be "3.2"</li> <li>• 1 year and 11 months would be "1.11"</li> </ul>
Spouse's Higher Rate %	AC	X	6	z99.99	
Spouse's Lower Rate Value	AD	X	10	zzz,zz9.99	Where spouse's pension is paid at lower rate for defined period
Spouse's Lower Rate %	AE	X	6	z99.99	
Spouse's Cessation Date	AF	D	10	99/99/9999	In cases where Spouse's pensions are only paid for a defined period
<b>DEPENDANT'S DETAILS (only required where the type of beneficiary = Member)</b>					
Dependant's Pension Value	AG	X	10	zzz,zz9.99	Current dependant's pension value
Dependant's Pension %	AH	X	6	z99.99	
Dependant's Higher Rate Value	AI	X	10	zzz,zz9.99	Where the dependant's pension is paid at higher rate for defined period
Dependant's Higher Rate Period	AJ	X	5	99.99	Years . Months For example: <ul style="list-style-type: none"> <li>• 3 years and 2 months would be "3.2"</li> <li>• 1 year and 11 months would be "1.11"</li> </ul>
Dependant's Higher Rate %	AK	X	6	z99.99	
Dependant's Lower Rate Value	AL	X	10	zzz,zz9.99	Where dependant's pension is paid at lower rate for defined period
Dependant's Lower Rate %	AM	X	6	z99.99	
Dependant's Cessation Date	AN	D	10	99/99/9999	In cases where Dependant's pensions are only paid for a defined period