

Pensions

Requirements

- Data submitted should meet this data specification i.e. include all of the field names listed below.
- Where data is being submitted for pension widow(er) **or dependent(s)** then you should ensure the widow(er) **or dependent(s)** name, date of birth and National Insurance Number is submitted and not that of the original pensioner.
- To ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in three separate files:
 1. Current pensioners i.e. those currently in receipt of a pension;
 2. **If applicable** - Pensioners currently in receipt of a pension gratuity; and
 3. **Optional** - Deferred pensioners **not** currently in payment. Please note any pensions currently in payment should be included in your 'Current pensioners' file.

1. Current Pensioners (those currently in receipt of a pension)

| Field Name | Data Format | Comments |
|-------------------------------------|-------------|---|
| Employee reference number | Character | |
| Employee post number | Character | Leave blank if not applicable, but do not omit this field |
| Title | Character | |
| Gender | Character | |
| Surname | Character | |
| Forename(s) | Character | |
| Middle name(s) or middle initial(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred. |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |

| Field Name | Data Format | Comments |
|---|-------------|--|
| Address line 4 | Character | |
| Post code | Character | |
| Unique Property Reference Number (UPRN) | Character | |
| Date of birth | Date | |
| Date started pension | Date | |
| Date employment ended | Date | Included as an independent check that only pensioners are included |
| Leaver indicator | Character | |
| Pensioner's widow(er) or dependent(s) indicator | Character | Enter 'W' for pension widow(er) or 'D' for dependent and ensure the widow(er) or dependent(s) name, DOB and NI Number is submitted rather than that of the original pensioner |
| National insurance number | Character | |
| Gross pension to date | Numeric | This should be gross pay to date NOT taxable pay to date for the 2024/2025 financial year up to date of extract. Do not submit a record if this field is zero. |
| Date last paid | Date | |
| Injury pension flag | Character | Police and Fire pensions only. Include a 'Y' in this field if the pensioner is in receipt of an enhanced pension due to injuries suffered at work. |
| Ill health retirement flag | Character | Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches. |
| Pension abatement flag | Character | New field - Include a 'Y' in this field if pension is being reduced due to abatement rules or if pension abatement rules are not applicable. Please note - Records marked with a 'Y' will be excluded from matching on the basis that you perceive there to be no fraud risk. |

2. Pensioners currently in receipt of a pension gratuity (if applicable)

| Field Name | Data Format | Comments |
|---|-------------|---|
| Employee reference number | Character | |
| Employee post number | Character | Leave blank if not applicable, but do not omit this field |
| Title | Character | |
| Gender | Character | |
| Surname | Character | |
| Forename(s) | Character | |
| Middle name(s) or middle initial(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred. |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |
| Post code | Character | |
| Unique Property Reference Number (UPRN) | Character | |
| Date of birth | Date | |
| Date started pension | Date | |
| Date employment ended | Date | Included as an independent check that only pensioners are included |
| Leaver indicator | Character | |
| Pensioner's widow(er) or dependent(s) indicator | Character | Enter 'W' for pension widow(er) or 'D' for dependent and ensure the widow(er) or dependent(s) name, DOB and NI Number is submitted rather than that of the original pensioner |
| National insurance number | Character | |

| Field Name | Data Format | Comments |
|-----------------------|-------------|--|
| Gross pension to date | Numeric | This should be gross pay to date NOT taxable pay to date for the 2024/2025 financial year up to date of extract. Do not submit a record if this field is zero. |
| Date last paid | Date | |

3. Deferred pensioners not currently in payment (optional)

Please note any pensions currently in payment should be included in your 'Current Pensioners' file.

| Field Name | Data Format | Comments |
|---|-------------|---|
| Employee reference number | Character | |
| Employee post number | Character | Leave blank if not applicable, but do not omit this field |
| Title | Character | |
| Gender | Character | |
| Surname | Character | |
| Forename(s) | Character | |
| Middle name(s) or middle initial(s) | Character | Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred. |
| Address line 1 | Character | |
| Address line 2 | Character | |
| Address line 3 | Character | |
| Address line 4 | Character | |
| Post code | Character | |
| Unique Property Reference Number (UPRN) | Character | |
| Date of birth | Date | |

| Field Name | Data Format | Comments |
|---------------------------|-------------|--|
| Date started pension | Date | |
| Date employment ended | Date | Included as an independent check that only pensioners are included |
| Leaver indicator | Character | |
| National insurance number | Character | |