HM Revenue & Customs

EB5 (PAYE) / NVREQ

Message Implementation Guidelines
For
NINO Verification Request

CONTENTS

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Document History

Version	Author	Date	Comments
1.0	Tony Burns	28/06/11	Original
2.0	Tony Burns	30/09/11	Amended as detailed in Section 1.4
3.0	Tony Burns	22/11/11	Amended as detailed in Section 1.4
4.0	Tony Burns	22/06/12	Amended as detailed in Section 1.4
4.1	Tony Burns	30/01/14	Amended as detailed in Section 1.4
4.2	Tony Burns	13/09/16	Amended as detailed in Section 1.4.1

Glossary of Terms

Term	Description
AORef	Employer Accounts Office Reference
Bureau	An organisation transmitting PAYE information on behalf of a PAYE employer
EAS	Employer Alignment Submission
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport
Employer PAYE Reference	Unique reference supplied by the HMRC Office
EPS	Employment Payment Summary
EYU	Earlier Year Update
FPS	Full Payment Submission
GFF	Generic Flat File
HMRC	HM Revenue & Customs
HMRC Office Number	Also known as Tax District Number and Tax Office Number
ICR	Interchange Control Reference
MIG	Message Implementation Guidelines
NIC	National Insurance Contributions
NINO	National Insurance Number
NVREP	NINO Verification Response
NVREQ	NINO Verification Request
PAYE Scheme	HMRC Office Number followed by the Employer PAYE Reference
RTI	Real Time Information
Trading Partner	An EDI term for the Employer or Bureau exchanging data with HMRC
Vendor ID	A unique number allocated by HMRC to Software Developers

1 GETTING STARTED

1.1 Who Should Read This?

This document is aimed at everyone involved in the development of the NINO Verification Request (NVREQ) via EDI, particularly software designers and programmers producing the software for extracting these details.

1.2 What is this Message About?

The NVREQ message allows employers to validate or obtain a new NINO for their employees.

This document describes the information which must be sent by Employers/Bureaux to make these requests to HMRC.

The NVREQ was introduced as part of the Real Time Information (RTI) programme.

The other messages in the suite are:

Employer Alignment Submission (EAS): allows employers and HMRC to align employee records before the employer joins RTI.

Employer Payment Summary (EPS): includes data to enable HMRC to calculate the employer's liability.

Earlier Year Update (EYU): this message is used to send data which will enable HMRC to update employee's payments for the previous Tax Year.

Full Payment Submission (FPS): this message is required each time an employer makes a payment to an employee and includes Year to Date figures.

NINO Verification Reply (NVREP): the HMRC reply to employers in response to a NINO Verification Request. It can also be generated in response to Full Payment Submission and Employer Alignment Submission messages.

1.3 Frequency

The NVREQ request is sent by an Employer/Bureau to HMRC as necessary, with a maximum number of 100 records per interchange.

1.4 Summary of Changes

Minor change made Section 2.4 2.4 Acknowledgement Reports from the EDI Translation Service as detailed below.

New fields:

- None

Amended Fields:

- None

Deleted Fields:

- None

Documentation:

- **Section 2.4 Acknowledgement Reports from the EDI Translation Service**

  Second paragraph changed to confirm that the CorrelationID will only be provided for Live submissions, not Test submissions.

1.4.1 Changes from Version 4.1 to Version 4.2

The following changes have been made to the document at Issue 4.2 as detailed below:

Documentation:

- **APPENDIX B – Valid National Insurance Number Prefixes:** Renamed as **National Insurance Number Prefix Validation** and content changed to replace the details of allowable prefixes with 3 validation rules

2 PROCESS OVERVIEW

2.1 The NINO Verification Request

This document explains how employers can send their NINO Verification Request by EDI.

There are separate EDI Message Implementation Guidelines for the Full Payment Submission (FPS), the Employer Payment Summary (EPS), the Employer Alignment Submission (EAS), the Earlier Year Update (EYU) and the NINO Verification Response (NVREP).

2.2 RTI Messages

2.2.1 Employer Payment Summary (EPS)

The Employer Payment Summary (EPS) submission will include data to enable HMRC to calculate the employer's liability.

2.2.2 Full Payment Submission (FPS)

This is the main RTI submission type giving a breakdown of the PAYE calculation for each employee/pensioner on each payday.

2.2.3 Employer Alignment Submission (EAS)

This message allows employers and HMRC to align employee records before the employer joins RTI.

2.2.4 Earlier Year Update (EYU)

This message is used to send data which will enable HMRC to update Employee's payments for the previous Tax Year.

2.2.5 NINO Verification Request (NVREQ)

This message allows employers to validate or obtain a new NINO for their employees. Up to 100 requests may be made in one submission.

2.2.6 NINO Verification Response (NVREP)

The HMRC reply to employers in response to a NINO Verification Request. It can also be generated in response to RTI core processing, namely Employer Alignment Submission and Full Payment Submission messages..

2.3 Data Flow

RTI data, transferred from the employer payroll or HR system to the HMRC system, undergoes 3 levels of validation. An Acknowledgement Report (as indicated below) is generated after each stage of validation and indicates the acceptance or rejection of the submission.

Level 1 – the submission is transferred from the employer to the EDI Translation Service. If structural validation and certain RTI validation rules are successful, the data is transferred on to Level 2.

An Acknowledgement Report from Level 1 is emailed to the sender to report the rejection of each submission. Success reports are not generated at this level of validation.

Level 2 – the submission(s) undergoes data and cross-field checks. Each submission is validated separately. The acceptance of a submission at Level 2 indicates that it has been successfully validated against the HMRC business rules and can progress on to Level 3.

An Acknowledgement Report from Level 2 is emailed to the sender to report the acceptance or rejection of each submission accordingly.

Level 3 – Validation is performed to ensure that the submitter has been invited to make submissions via RTI. If so, further checks are made to ensure the validity of the submission. e.g. the PAYE Scheme Reference and the Employer Accounts Office Reference are compatible. If successful, the submission is passed to the HMRC core processing systems.
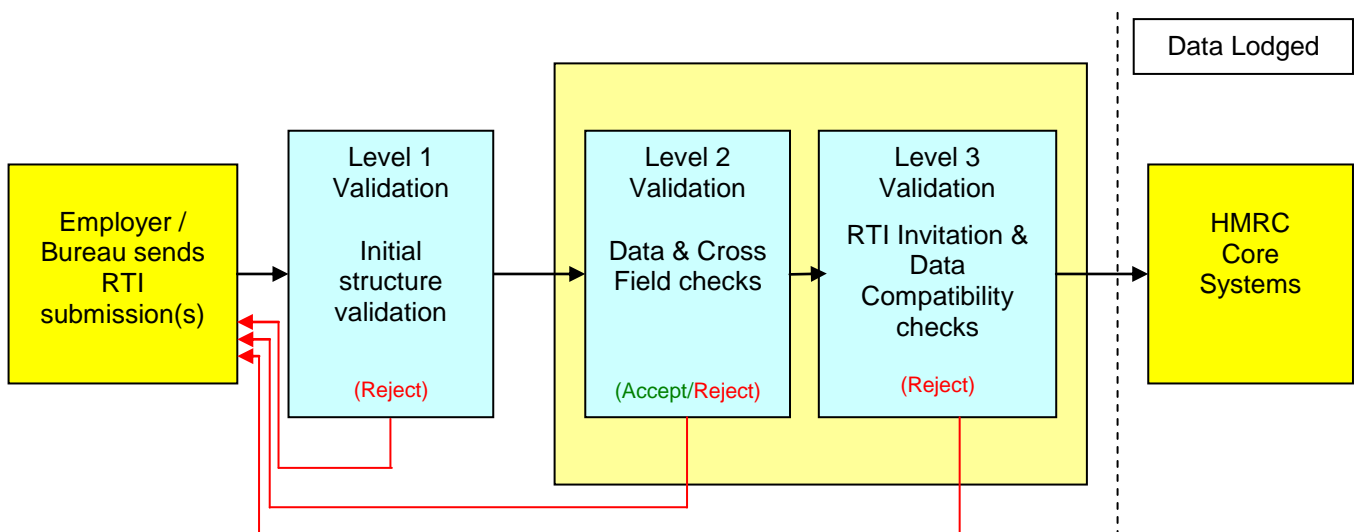
An Acknowledgement Report from Level 3 is only emailed to the sender to report the rejection of the RTI submission. Success reports are suppressed.

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2.4 Acknowledgement Reports from the EDI Translation Service

An Acknowledgement Report is issued via email for every file submitted. As a transmission file can contain a mixture of RTI messages the acknowledgement report can also contain details for all these message types. This reports the acceptance or rejection of each GFF Interchange / EDIFACT message in a file.

For Live submissions, the NVREQ report will contain the CorrelationID allocated to each interchange and can be used by the submitter to reconcile the receipt of NVREP messages for all entries within each interchange.A maximum of 8000 errors will be reported for a GFF Interchange or EDIFACT message.

Email systems, whilst usually reliable, are not a guaranteed form of communication. You should expect to receive the email Acknowledgement Report within 24 hours of submitting your file (typically much sooner).

If you do not receive this email, please contact the Online Services Helpdesk giving details of your file contents, e.g. a PAYE Scheme within the file. The Helpdesk will then investigate and respond to your query.

Online Services Helpdesk: 0845 60 55 999 or helpdesk@ir-efile.gov.uk

The report will arrive as an attachment to the email. The attachment filename has a .csv extension and can be viewed using Microsoft Excel (or similar spreadsheet program).

As the report is generated as a .csv file, you will find some reformatting of cells may be required when it is opened, e.g. Format, Column, Autofit to display full details in each column. The report shows the status of each submission within the file as either "Accepted" or "Rejected".

Submissions which are shown as "Rejected" need to be corrected and re-submitted. To correct some errors, particularly structural errors, you may need to contact the Online Services Helpdesk for further explanation. In these cases, please quote the reference given in the Subject line of the email.

Please note that the email containing the Acknowledgement Report is automatically generated. If you just "reply" to the email with a query, you will not receive a response.

2.4.1 Acknowledgement Reports from Levels 1 & 2

An example of a .csv file issued by Level 1 or 2 is attached:

NVREQ Sample
Ack.csv

2.4.2 Acknowledgement Reports from Level 3

As further validation is performed following Levels 1 & 2 it may be possible for an error to be identified following the issue of a Level 2 acceptance acknowledgement.
An example of a .csv file issued by Level 3 is attached. N.B. This will only be issued if an error is found:

NVREQ Sample L3
Resp.csv

2.5 Testing and Recognition

2.5.1 Test Service

HMRC has a test service for Software Developers who want to test their system development, and for employers and payroll bureaux to test extracts from their payroll systems.

(Employers/Bureaux who develop their own "in-house" software can be classed as Software Developers for testing purposes.)

All users must register with HMRC prior to submitting tests (see Section 7.1).

When they register, Software Developers will be supplied with a Vendor ID. This should be present in all requests.

All test returns must have the Test Flag set in the 4* header record or UNB segment.

2.5.2 Recognition

Software Developers can ask HMRC to recognise that their product conforms to the system requirements. Details are on the HMRC website:

http://www.hmrc.gov.uk/ebu/rec_scheme.htm

Before HMRC can recognise a product, Software Developers must complete a series of scenarios, which are available from HMRC:

Online Services Helpdesk: 0845 60 55 999 or helpdesk@ir-efile.gov.uk

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3   DATA FORMAT - GFF AND EDIFACT

There are two formats that the EDI data can be sent in – Generic Flat File (GFF) or EDIFACT.

3.1   Generic Flat File Format (GFF)

This is a flat file of data containing a number of named records with the data in fixed length fields in the record - See Section 6.1 for detailed GFF layout.

A GFF transmission file, which is sent within a single communications session, can contain one or more GFF interchanges.

Interchanges within the transmission file can be for any RTI message type but interchanges of other message types are not allowed and will be rejected.

3.1.1 GFF Interchange

A GFF interchange starts with a 4* header record, which provides the data communication routing information, and ends with the CNT record.

The 4* header also contains the 'message type' – in this case the NVREQ message.

Each GFF interchange must be uniquely identified by an Interchange Control Reference (ICR). The ICR is contained within the 4* header.

3.1.2 GFF Submissions

A transmission file from a GFF Trading Partner may contain one or more GFF interchanges, i.e. 4* batches of records.

A Bureau may submit one transmission file containing several interchanges - one interchange per Employer PAYE Reference.

3.1.3 EDI Translation Service Validation / Rejection

Each GFF interchange is separately validated. If an interchange is rejected, only that rejected interchange will be discarded; subsequent interchanges will be processed, and if validated successfully, will be forwarded to HMRC. The Trading Partner will be informed of the interchange rejection and expected to resubmit only the corrected interchange.

3.2 EDIFACT Format

EDIFACT is an EDI standard which is a file containing a number of named records with the data in delimited fields in the record – See Section 6.2 for detailed EDIFACT layout.

A transmission file, which is sent within a single communications session, can contain one or more interchanges.

Interchanges within the transmission file can be for any RTI message type but interchanges of other message types are not allowed and will be rejected.

3.2.1 EDIFACT Interchange

An EDIFACT interchange normally starts with a UNB Interchange Header, which provides the data communication routing information, and ends with a UNZ trailer. However, HMRC require the RTI messages to accommodate a wider ranging character set and so UNOC has been used within UNB to incorporate the additional characters, replacing UNOA and UNOB. This means that in order to avoid transmission problems, especially for trading partners using the VANs, the character set separators need to be reset. This has been effected by using the UNA Service String Advice segment.

The UNA Service String Advice segment has a simple fixed format, and defines the codes which are being used as standard separators throughout the rest of the interchange, namely:

Apostrophe	'	segment terminator
Plus sign	+	segment tag and data element separator
Colon	:	component data element separator
Period	.	decimal point (in numeric data elements only)
Space		reserved for future use
Question Mark	?	release character

Each EDIFACT interchange must be uniquely identified by an Interchange Control Reference (ICR). The ICR is contained within the UNB Interchange Header.

An EDIFACT interchange can contain one or more EDIFACT messages.

All EDIFACT messages within the interchange must be of the same type, e.g. all NVREQ messages; there must not be a mix of messages within the one interchange.

3.2.2 EDIFACT Message

An EDIFACT message starts with a UNH header and ends with a UNT trailer.

The UNH header also contains the 'message type' – in this case the NVREQ message.

3.2.3 EDIFACT Submissions

A transmission file from an EDIFACT Trading Partner may contain one or more interchanges (UNA-UNZ) and each interchange may contain one or more messages.

An Employer/Bureau has a choice of how data can be submitted for multiple Employer PAYE References:

1. One transmission file containing only one interchange (UNA-UNZ), and have multiple messages (UNH-UNT) within that single interchange - one message per Employer PAYE Reference.

2. One transmission file containing several interchanges (UNA-UNZ) - one interchange per Employer PAYE Reference.

3. One transmission file per Employer PAYE Reference.

See examples below.

Example 1.

Transmission File1:
UNA
UNB
UNH - UNT for NVREQ for Employer 1
UNH - UNT for NVREQ for Employer 2
UNH - UNT for NVREQ for Employer 3
UNZ

Example 2.

Transmission File 1:
UNA, UNB, UNH - UNT, UNZ for EAS for Employer 1
UNA, UNB, UNH - UNT, UNZ for EPS14 for Employer 2
UNA, UNB, UNH - UNT, UNZ for NVREQ for Employer 3

Example 3.

Transmission File 1: UNA, UNB, UNH - UNT, UNZ for EAS for Employer 1

Transmission File 2: UNA, UNB, UNH - UNT, UNZ for EPS14 for Employer 2

Transmission File 3: UNA, UNB, UNH - UNT, UNZ for NVREQ for Employer 3

3.2.4 EDI Translation Service Validation / Rejection

Each EDIFACT message is separately validated. If a message is rejected, only that rejected message will be discarded; subsequent messages will be processed, and if validated successfully, will be forwarded to HMRC. The Trading Partner will be informed of the message rejection and expected to resubmit only the corrected message.

4   THE NVREQ MESSAGE

The following page shows the NVREQ branching diagram which, on the whole, applies to both the GFF interchange and the EDIFACT message.

The UNH and UNT segments, shown on the branching diagram, only apply to the EDIFACT message; they do not apply to the GFF interchange, which starts with a 4* header record and is followed by a BGM1 record.

The diagram shows the sequence the data appears in, whether the data record/segment is mandatory or conditional and the maximum number of repetitions of the record/segment.

The diagram is presented in two sections, the Header section and the Summary section which both appear once.
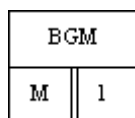
A segment is shown as a box with the segment name. It also shows whether it is mandatory or conditional and the number of times it may occur. The BGM, Beginning of Message segment, is Mandatory and can only occur once in the message.
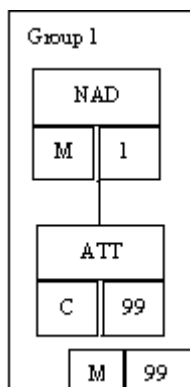
A segment group is shown enclosed in its group box, with the mandatory or conditional status of the group and the number of times it may occur given in the bottom right hand corner.

In this example, Group 1 is mandatory; it must occur once and can occur up to 99 times. The sequence of the data within the group is that it must start with a NAD (Name and Address segment) and can be followed by up to 99 ATT (Attribute segments).

The normal structure in the NVREQ message is for a NAD segment qualified with qualifier BG (Employer) to be followed by an ATT segment qualified with qualifier 7 (Employer reference) and an ATT segment qualified with qualifier 103 (Employer Accounts Office Reference). The Group then repeats with a NAD qualified with qualifier TC (HMRC Office) followed by an ATT segment qualified with qualifier 17 (HMRC Office Number).

GFF	EDIFACT
NAD1A BG	NAD+BG'
ATT1 7 AZ12345	ATT+ZZZ++7:2:IR:AZ12345'
ATT1 103 123PQ7654321X	ATT+ZZZ++103:2:IR:123PQ7654321X
NAD1A TC	NAD+TC'
ATT1 17 123	ATT+ZZZ++17:2:IR:123'

UNH		BGM/BGM1		DTM/DTM1		UNS/UNS1	
M	1	M	1	M	2	M	1

Group 1

NAD/NAD1	
M	1

ATT/ATT1	
C	4

M	3

Header Section UNH - UNS Data relating to the whole of the message is given here e.g. HMRC Office Number, PAYE Employer Reference.

Group 2

LIN/LIN1	
M	1

Detail Section LIN Group 2 Data relating to the individual employee is given here.

Group 3

NAD/NAD2	
M	1

ATT/ATT2		DTM/DTM2	
M	3	M	1

M	1

M	100

Summary Section Summary of Detail Data is given here e.g. Number of employee LIN details.

UNS/UNS2		CNT/CNT1		UNT	
M	1	M	1	M	1

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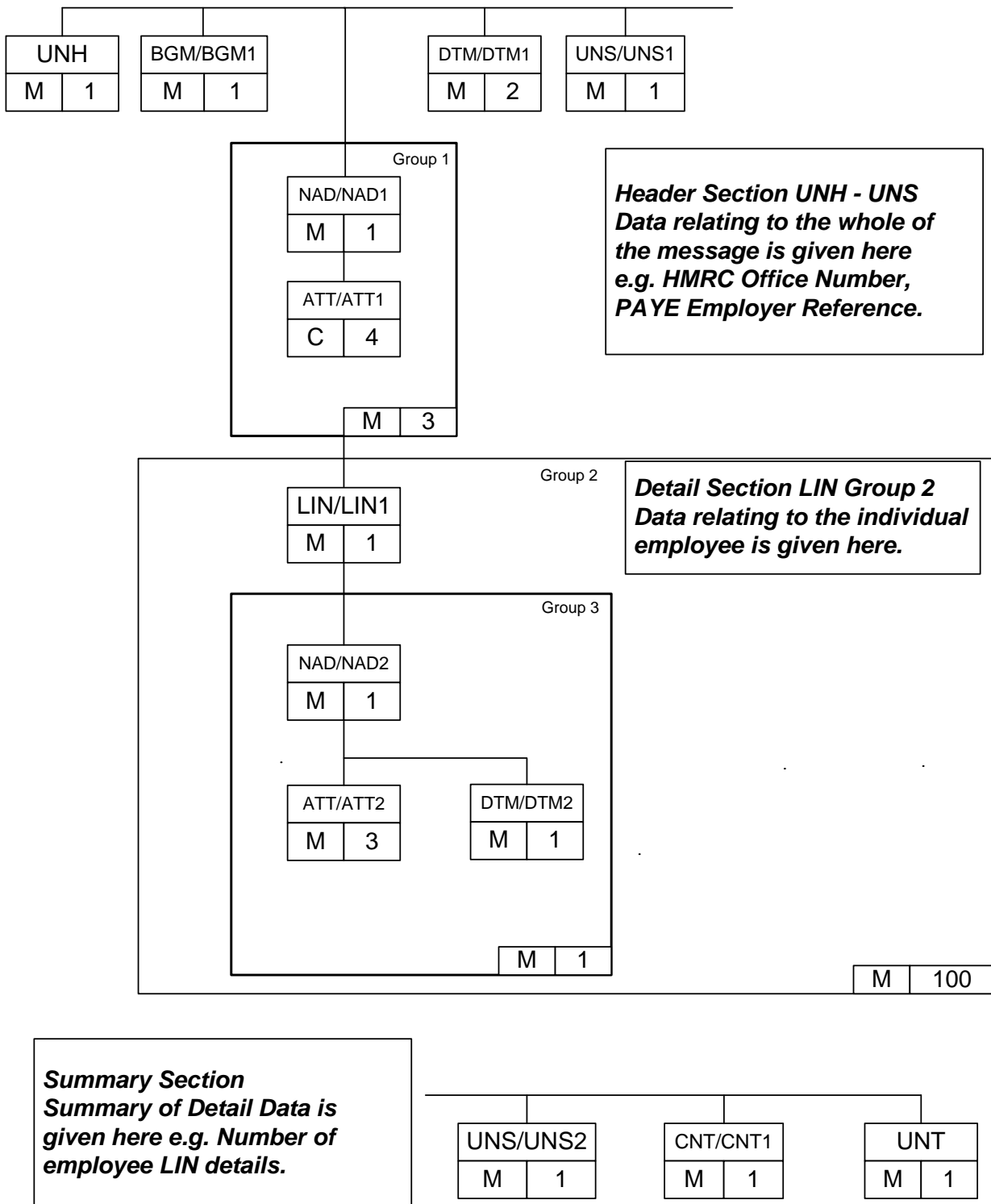
5   NVREQ DATA ITEMS

The table in Section 5.1.3 below lists the NVREQ **business fields** that need to be extracted from the Payroll System.

The table also indicates the segments and qualifier used to contain each of the business fields and indicates whether the field is Mandatory or Optional.

e.g. Section 5.1.3 states that the HMRC Office Number is Mandatory and must be contained within the ATT segment with qualifier = 17.

5.1   Field Status

5.1.1   Mandatory Fields

Mandatory fields are required by HMRC and must be provided by the Employer.

Mandatory fields must appear in the correct format.

If mandatory fields are omitted or provided in an incorrect format, the message will be rejected. See Section 6 for further details of record layouts and the format of specific fields.

5.1.2   Optional Fields

Optional fields should be provided if available to the employer as they will help speed up processing by HMRC. **Optional fields may become mandatory due to the content or presence / absence of other optional fields**, e.g. If Foreign Country is present at least two lines of Employee address must be present.

When optional fields are provided, they must appear in the correct format.

If optional fields are provided in an incorrect format the message will be rejected. See Section 6 for further detail of Record Layouts.

5.1.3 Validation Rules

Validation Rule /Data Item Number	NVREQ Field Name *Validation Rules* **Alpha = A-Z (upper case) a-z (lower case), Numeric = 0-9** **Alphanumeric = any character within the *designated character set – see Appendix A***	Maximum Field Length	Status	Format / Character Set	Segment / Record Name	Qualifier (incorrectly qualified segments will cause the message to be rejected)
1	**HMRC Office Number** *Must be Numeric in the range 001 – 999.* **Leading zeros must be present.**	3	**Mandatory**	Numeric	ATT/ATT1	17
2	**Employer PAYE Reference** *Allowable characters shown in Character Set B.* *The first character must not be a space* *The combination of HMRC Office Number and Employer PAYE Ref must be valid for live submissions*	10	**Mandatory**	Alphanumeric	ATT/ATT1	7
3	**Employer Accounts Office Reference Number** *The Employer Accounts Office Reference Number must be in the format* • *characters 1-3 must be numeric* • *character 4 must be 'P'* • *character 5 must be alpha* • *characters 6-12 must be numeric* • *character 13 must be numeric or 'X'* *Note: leading zero's should be used to pad out fields 1-3 and 6-13 if necessary*	13	**Mandatory**	Alphanumeric	ATT/ATT1	103

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Validation Rule /Data Item Number	NVREQ Field Name *Validation Rules* **Alpha = A-Z (upper case) a-z (lower case), Numeric = 0-9** **Alphanumeric = any character within the *designated character set – see Appendix A***	Maximum Field Length	Status	Format / Character Set	Segment / Record Name	Qualifier (incorrectly qualified segments will cause the message to be rejected)
4	**Employer Name** *Character 1 must be Alphanumeric and not a space; remaining characters must conform to Character Set A*	35	**Mandatory**	Alphanumeric	NAD/ NAD1	BG
5	**National Insurance Number** *Must be valid format if specified:* *Characters 1 & 2 must be alpha and must be a valid prefix – See Appendix B* *Characters 3 – 8 must be numeric* *Character 9 must be A, B, C, D or space*	9	Optional	Alphanumeric	ATT/ATT2	11
5a	**Title** *Character 1 must be Alpha and not a space; remaining characters must conform to Character Set C.*	35	Optional	Alphanumeric	NAD/ NAD2	BV
6	**Surname or Family Name** *Character 1 must be Alpha and not a space; remaining characters must conform to Character Set D.*	35	**Mandatory**	Alphanumeric	NAD/ NAD2	BV
7	**Forename or Given Name** *Character 1 must be Alpha and not a space; remaining characters must conform to Character Set D.*	35	**Mandatory**	Alphanumeric	NAD/ NAD2	BV

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Validation Rule /Data Item Number	NVREQ Field Name *Validation Rules* **Alpha = A-Z (upper case) a-z (lower case), Numeric = 0-9** **Alphanumeric = any character within the *designated character set – see Appendix A***	Maximum Field Length	Status	Format / Character Set	Segment / Record Name	Qualifier (incorrectly qualified segments will cause the message to be rejected)
9	**Second Forename or Given Name** *Character 1 must be Alpha and not a space; remaining characters must conform to Character Set D.* *Must not be present if Forename or Given Name not present.*	35	Optional	Alphanumeric	NAD/ NAD2	BV
10	**Date of Birth** *Must be a valid calendar date in the appropriate format.* *Must be today or earlier.* *Must be later than 130 years before today*	8	**Mandatory**	Numeric	DTM/ DTM2	329
11	**Current Gender** *Must be "M" (male) or "F" (female)*	1	**Mandatory**	Alpha	ATT/ATT2	9
13	**Address Line 1** ***Mandatory if NINO is absent.*** *If present must conform to Character Set B* *First Character must be 0-9, A-Z or a-z.* *Must be present if Foreign Country is present*	35	Optional	Alphanumeric	NAD/ NAD2	BV

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Validation Rule /Data Item Number	NVREQ Field Name *Validation Rules* **Alpha = A-Z (upper case) a-z (lower case), Numeric = 0-9** **Alphanumeric = any character within the *designated character set – see Appendix A***	Maximum Field Length	Status	Format / Character Set	Segment / Record Name	Qualifier (incorrectly qualified segments will cause the message to be rejected)
14	**Address Line 2** ***Mandatory if NINO is absent.*** *Cannot be present if Address Line 1 is absent* *If present must conform to Character Set B* *First Character must be 0-9, A-Z or a-z.* *Must be present if Foreign Country is present*	35	Optional	Alphanumeric	NAD/ NAD2	BV
15	**Address Line 3** *Cannot be present if Address Line 2 is absent* *If specified must conform to Character Set B* *First Character must be 0-9, A-Z or a-z.*	35	Optional	Alphanumeric	NAD/ NAD2	BV
16	**Address Line 4** *Cannot be present if Address Line 3 is absent* *If specified must conform to Character Set B* *First Character must be 0-9, A-Z or a-z.*	35	Optional	Alphanumeric	NAD/ NAD2	BV

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Validation Rule /Data Item Number	NVREQ Field Name *Validation Rules* **Alpha = A-Z (upper case) a-z (lower case), Numeric = 0-9** **Alphanumeric = any character within the *designated character set – see Appendix A***	Maximum Field Length	Status	Format / Character Set	Segment / Record Name	Qualifier (incorrectly qualified segments will cause the message to be rejected)
17	**UK Postcode** *If specified must be Alphanumeric conforming to Character Set E.* *First character must not be space.* *Must not be present if Foreign Country is present*	10	Optional	Alphanumeric	NAD/ NAD2	BV
18	**Foreign Country** *If specified must be Alphanumeric conforming to Character Set B* *First character must be Alpha (A-Z or a-z) and not a space* *If present, Address Lines 1 & 2 must be present* *Must not be present if UK Postcode is present.*	35	Optional	Alphanumeric	NAD/ NAD2	BV
38	**Payroll Id** *If present must conform to Character Set B.* *First character must not be a space.*	35	Optional	Alphanumeric	ATT/ ATT2	19
T1	**Vendor ID** *Must be Numeric.* *HMRC recommend this is included on live submissions to enable the production of software vendor reports.*	4	Optional	Numeric	ATT/ATT1	49

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Validation Rule /Data Item Number	NVREQ Field Name *Validation Rules* **Alpha = A-Z (upper case) a-z (lower case), Numeric = 0-9** **Alphanumeric = any character within the *designated character set – see Appendix A***	Maximum Field Length	Status	Format / Character Set	Segment / Record Name	Qualifier (incorrectly qualified segments will cause the message to be rejected)
T3	**Developer's Name** *This should be provided by the Software Developer when submitting test files.* *HMRC recommend this is included on live submissions to enable the production of software vendor reports.* *If present must be Alphanumeric conforming to Character Set B.*	35	Optional	Alphanumeric	ATT/ATT1	55
T4	**Payroll Product Name** *This should be provided by the Software Developer when submitting test files.* *HMRC recommend this is included on live submissions to enable the production of software vendor reports.* *If present must be Alphanumeric conforming to Character Set B.*	35	Optional	Alphanumeric	ATT/ATT1	56
T5	**Payroll Product Version** *This should be provided by the Software Developer when submitting test files.* *HMRC recommend this is included on live submissions to enable the production of software vendor reports.* *If present must be Alphanumeric conforming to Character Set B.*	35	Optional	Alphanumeric	ATT/ATT1	57

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6   RECORD LAYOUTS

6.1   GFF Layout

A GFF interchange is made up of a 4* Header Record followed by several fixed-length records specific to the NVREQ.

These NVREQ records are made up of fixed-length fields which are delimited by a space character (not shown in table below).

Each NVREQ interchange is made up of a Header Section (records BGM1 to UNS1), containing data relating to the whole interchange e.g. HMRC Office Number; a Detail section (records LIN1 to UNS2) containing one or more individual employee details and a Trailer section (record CNT1) containing a control count.

Each record starts with a name, e.g. NAD1A is the Header Section Name and Address record, ATT2 is in the Detail Section and contains an Attribute of the employee (the numbers in the Record Names relate to the occurrence of the record within the interchange, they do not necessarily relate to the section of the interchange).

Fixed length records vary in length, e.g. all NAD1A records are 189 characters long: all ATT1 records are 45 characters long.

Records may be terminated with either a line feed LF or a carriage return/line feed CR/LF.

The format of the data is indicated as follows:-

- ▪   a = alpha
- ▪   n = numeric
- ▪   an = alphanumeric

The length is indicated by the number following the format type:-

- ▪   a4 = alpha field 4 characters in length
- ▪   n4 = numeric field 4 characters in length
- ▪   an4 = alphanumeric field 4 characters in length

The data format within the record contents may be shown with .. between the format type and length. This means the data length is up to the length stated.

- ▪   an..10 = alphanumeric field of up to 10 characters
- ▪   n..11 = numeric field with a maximum value of up to 11 digits

Alpha and Alphanumeric data is left justified and padded with trailing spaces.

Numeric data is right justified and padded with leading zeroes.

The records and their contents used in the NVREQ interchange are shown in the following table.

GFF field contents with fixed values are shown in Bold in the table below.

Fields with variable contents are shown in Normal font.

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Record Name	Record Description	From	To	Format / Length	Record Contents		Notes
	Mandatory Record						
4 * Header	**Header Identifier**	1	4	an4	Must contain	****	
	Header Version	5	8	an4	Must contain	**001A**	
	Data Type	9	16	an8	Must contain	**NVREQ**	
	Data Type Version	17	20	an4	Must contain	**1.0**	
	Data Type Release	21	21	a1	Must contain	Space	
	Sender Identification	22	56	an35	Must contain	SENDER ID	
	Recipient ID	57	91	an35	Must contain	**HMRC**	Or as advised during the registration process - see section 7.1
	Test Indicator	92	92	an1	Must contain	Space for a Live interchange or "1" for a Test interchange	
	Urgent Marker	93	93	a1	Must contain	Space	
	Transmission date	94	101	n8	Must contain	Current date - format CCYYMMDD	
	Transmission time	102	107	n6	Must contain	Current time - format HHMMSS	
	Interchange Control Reference	108	121	n14	Must contain	An incrementing count for each new 4* header	
	Sender Sub-Address	122	135	a14	Must contain	Spaces	
	Recipient Sub-Address	136	149	a14	Must contain	Spaces	
GFF example: ****001ANVREQ 1.0 SENDER ID HMRC 20130414093548000000000000001							**For Live transmissions**
GFF example: ****001ANVREQ 1.0 SENDER ID HMRC 1 20130414093548000000000000001							**For Test transmissions**
	Mandatory Record						
BGM1	**Beginning of Message**	1	5		Must contain	**BGM1**	
	Form type	7	9	an3	Must contain	**27**	27 = qualifier for NVREQ
GFF example: BGM1 27							
	Optional Record						**This record is Optional.** **It should only be provided by Software Developers**
NAD1A	**Name and Address**	1	5		Must contain	**NAD1A**	
	Party qualifier	7	9	an3	Must contain	**SD**	SD = qualifier for Software Developer
	Address Line 1	11	189	an179	Must contain	Spaces	
GFF example: GFF example: NAD1A SD							

EB5 (PAYE) / NVREQ

Message Implementation Guidelines for PAYE NINO Verification Request

Record Name	Record Description	From	To	Format / Length	Record Contents		Notes
	Optional Record						**This record is Optional.** **It should be provided by Software Developers**
ATT1	Attribute of Software Developer	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	49	49 = qualifier for Vendor ID
	Attribute	11	45	an35	Must contain	Vendor ID - format n4	See Validation Rule T1
GFF example: ATT1 49 0001							
	Optional Record						**This record is Optional.** **It should be provided by Software Developers**
ATT1	Attribute of Software Developer	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	55	55 = qualifier for Developer's Name
	Attribute	11	45	an35	Must contain	Developer's Name - format an..35	See Validation Rule T3
GFF example: ATT1 55 SOFTWARE DEVELOPERS LIMITED							
	Optional Record						**This record is Optional.** **It should be provided by Software Developers**
ATT1	Attribute of Software Developer	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	56	56 = qualifier for Payroll Product Name
	Attribute	11	45	An35	Must contain	Payroll Product Name - format an..35	See Validation Rule T4
GFF example: ATT1 56 PAYROLL PRODUCT NAME							
	Optional Record						**This record is Optional.** **It should be provided by Software Developers**
ATT1	Attribute of Software Developer	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	57	57 = qualifier for Payroll Product Version
	Attribute	11	45	an35	Must contain	Payroll Product Version - format an..35	See Validation Rule T5
GFF example: ATT1 57 6.1							
	Mandatory Record						
NAD1A	Name and Address	1	5		Must contain	NAD1A	**Required to qualify following ATT record**
	Party qualifier	7	9	an3	Must contain	BG	BG = qualifier for Employer
	Address Line 1	11	189	an179	Must contain	Spaces	
GFF example: NAD1A BG							

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Message Implementation Guidelines for PAYE NINO Verification Request

Record Name	Record Description	From	To	Format / Length	Record Contents		Notes
	Mandatory Record						
NAD1B	**Name and Address**	1	5		Must contain	NAD1B	
	Party Name	7	41	an35	Must contain	Employer Name – format an..35	See Validation Rule 4
	Postcode	43	52	an10	Must contain	Spaces	
GFF example: NAD1B EMPLOYER NAME							
	Mandatory Record						
ATT1	**Attribute of Employer**	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	**7**	7 = qualifier for Employer PAYE Reference
	Attribute	11	45	an35	Must contain	Employer PAYE Reference – format an..10	See Validation Rule 2
GFF example: ATT1 7 AZ12345							
	Mandatory Record						
ATT1	**Attribute of Employer**	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	**103**	103 = qualifier for Employer Accounts Office Reference Number
	Attribute	11	45	an35	Must contain	Employer Accounts Office Reference Number – format an13	See Validation Rule 3
GFF example: ATT1 103 123PQ7654321X							
	Mandatory Record						
NAD1A	**Name and Address**	1	5		Must contain	NAD1A	**Required to qualify following ATT record**
	Party qualifier	7	9	an3	Must contain	**TC**	TC = qualifier for HMRC Office
	Spaces	11	189	an179	Must contain	Spaces	
GFF example: NAD1A TC							
	Mandatory Record						
ATT1	**Attribute of HMRC Office**	1	5		Must contain	ATT1	
	Attribute qualifier	7	9	an3	Must contain	**17**	17 = qualifier for HMRC Office Number
	Attribute	11	45	an35	Must contain	HMRC Office Number, 001 to 999	See Validation Rule 1
GFF example: ATT1 17 123							

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Record Name	Record Description	From	To	Format / Length	Record Contents		Notes
	Mandatory Record						
DTM1	**Date and Time**	1	5		Must contain	**DTM1**	
	Date qualifier	7	9	an3	Must contain	**243**	243 = qualifier for Date of Message
	Date	11	45	an35	Must contain	Date of message - format CCYYMMDD	
	Date format qualifier	47	49	an3	Must contain	**102**	102 = qualifier for format CCYYMMDD
GFF example: DTM1 243 2013414 102							
	Mandatory Record						
UNS1	**Section Identifier**	1	5		Must contain	**UNS1**	
GFF example: UNS1							
The Detail section (LIN1 to DTM2) can be repeated for each employee included in the message up to a maximum of 100 employees.							
	Mandatory Record						**The number of LIN1's (Employee records) present cannot exceed 100**
LIN1	**Line Item**	1	5		Must contain	**LIN1**	
	Employee record number within message	7	12	n6	Must contain	Employee record Number within this message – format n6	
GFF example: LIN1 000001							
	Mandatory Record						
NAD2A	**Name and Address**	1	5		Must contain	**NAD2A**	
	Party qualifier	7	9	an3	Must contain	**BV**	BV = qualifier for Employee
	Address Line 1	11	45	an35	Must contain	Address Line 1 - format an..35 or spaces	See Validation Rule 13
	Address Line 2	47	81	an35	Must contain	Address Line 2 - format an..35 or spaces	See Validation Rule 14
	Address Line 3	83	117	an35	Must contain	Address Line 3 - format an..35 or spaces	See Validation Rule 15
	Address Line 4	119	153	an35	Must contain	Address Line 4 - format an..35 or spaces	See Validation Rule 16
	Address Line 5	155	189	an35	Must contain	Foreign Country - format an..35 or spaces	See Validation Rule 18
GFF example: NAD2A BV 1 CARDBOARD LANE TELFORD SHROPSHIRE							

Record Name	Record Description	From	To	Format / Length	Record Contents		Notes
	Mandatory Record						
NAD2B	**Name and Address**	1	5		Must contain	**NAD2B**	
	Surname	7	41	an35	Must contain	Employee Surname or Family Name – format an..35	See Validation Rule 6
	1st Forename	43	77	an35	Must contain	Employee Forename or Given Name – format an..35	See Validation Rule 7
	2nd Forename	79	113	an35	Must contain	Employee Second Forename or Given Name or spaces – format an..35	See Validation Rule 9
	Title	115	149	an35	Must contain	Title or spaces – format an..35	See Validation Rule 5a
	Honours	151	185	an35	Must contain	Spaces	
	Postcode	187	196	an10	Must contain	UK Postcode or spaces – format an..10	See Validation Rule 17
GFF example: NAD2B THYME JUSTIN EDWARD MR TL9 9ZZ							
	Optional Record						**This record is Optional.** **It should only be provided if a NINO needs to be included in the return**
ATT2	**Attribute of Employee**	1	5		Must contain	**ATT2**	
	Attribute qualifier	7	9	an3	Must contain	**11**	11 = qualifier for NINO
	Attribute	11	45	an35	Must contain	National Insurance Number (NINO) - format an9	See Validation Rule 5
GFF example: ATT2 11 AB123456C							
	Mandatory Record						
ATT2	**Attribute of Employee**	1	5		Must contain	**ATT2**	
	Attribute qualifier	7	9	an3	Must contain	**9**	9 = qualifier for Current Gender
	Attribute	11	45	an35	Must contain	Current Gender, M = Male or F = Female	See Validation Rule 11
GFF example: ATT2 9 M							
	Optional Record						
ATT2	**Attribute of Employment**	1	5		Must contain	**ATT2**	
	Attribute qualifier	7	9	an3	Must contain	**19**	19 = qualifier for Payroll ID
	Attribute	11	45	an35	Must contain	Payroll ID – format an..35	See Validation Rule 38
GFF example: ATT2 19 14755							

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Record Name	Record Description	From	To	Format / Length	Record Contents		Notes
	Mandatory Record						
DTM2	**Date and time**	1	5		Must contain	**DTM2**	
	Date Qualifier	7	9	an3	Must contain	**329**	329 = qualifier for Date of Birth
	Date	11	45	an35	Must contain	Date of Birth – format CCYYMMDD	See Validation Rule 10
	Date	47	49	an3	Must contain	102	102 = qualifier for CCYYMMDD
GFF example: DTM2 329 19781001 102							
Further employee details (LIN1 through DTM2 segments) may be included here							
	Mandatory Record						
UNS2	**Section Identifier**	1	5		Must contain	**UNS2**	
GFF example: UNS2							
	Mandatory Record						
CNT1	**Control - Number of Lin through ALC records**	1	5		Must contain	**CNT1**	
	Total number of details	7	24	n18	Must contain	Number of LIN1 through DTM2 records (same as Number of Employees) - format n..8	
GFF example: CNT1 000000000000000001							

6.1.1 GFF NVREQ Example

An example of a NVREQ GFF message can be found on the HMRC Website at: http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm

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6.2 EDIFACT Layout

An EDIFACT message is made up of segments of data.

The segments used in the NVREQ message are shown below.

Each segment is made up of Composite elements and Stand-Alone elements. Generally, Composite Element names begin with "C" for Composite, e.g. C002 in the BGM segment below. Composite Elements within Service segments (UNB, UNH, UNT, UNZ) are different - their names begin with "S" for Service, e.g. S001 in the UNB segment below.

Composite elements are made up of several Simple elements, each of which has its own identifying number, e.g. 1001 in the C002 Composite element in the BGM segment below.

Stand-Alone elements are just like Simple Elements, except that they are not part of a Composite Element, e.g. 3035 in the NAD segment below.

Composite and Stand-Alone elements are shown in BOLD in the table below.

Simple Elements are shown in Normal font.

EDIFACT element contents with fixed values are shown in BOLD in the table below.

Contents with variable values are shown in Normal font.

The information above is important because it defines how the EDIFACT data is constructed.

EDIFACT uses Special Characters (+ : ? and ') to identify the position of data in the segment and consequently the meaning of the data, as detailed below:

> ' is the Segment Terminator,
>
> + is the Segment Tag and Composite/Stand-Alone Element Separator,
>
> : is the Simple Element Separator and
>
> ? is the Release Character.

The Release Character ? immediately preceding one of the Special Characters ' + : ? restores its normal meaning, e.g. O?'CONNOR means O'CONNOR.

The use of the other Special Characters is explained further below.

Each segment starts with a Segment Tag or Name, e.g. ATT is the Segment Tag for the Attribute segment.

A plus sign + always follows the segment name. Therefore, ATT+ means this is an Attribute segment.

The Attribute segment carries data which is an attribute of the Employer or Employee as named in the preceding NAD segment.

The first element of data follows the first plus sign +.

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The ATT segment layout below shows that the first element is a Stand-Alone element, (it does not start with an S or C), numbered 9017. The data carried in 9017 is the Attribute Function Qualifier which, in the NVREQ message, is ZZZ.

ATT+ZZZ means this is an Attribute segment with an element Attribute Function Qualifier of ZZZ.

The plus sign + also marks the end of a Composite or Stand-alone element (except at the end of a segment – see later), giving ATT+ZZZ+

The next element in the ATT segment is a Composite element - C955 Attribute Type. This element is not used in the NVREQ message, so to signify this the plus sign is used to show the start of the next element giving ATT+ZZZ++

The next element in the ATT segment is a Composite element - C956 Attribute Details. This element is a Composite element containing 4 Simple elements:

> 9019 Attribute coded
> 1131 Code List Qualifier
> 3055 Code list Agency and
> 9018 Attribute.

Data is present in each of these 4 Simple elements.

A colon : is used to separate each Simple element within a Composite element, e.g. ATT+ZZZ++7:2:IR:1234567

As there are no more elements in this segment the + is not used to show the end of this element.

Instead the apostrophe or segment terminator ' is used to signify the end of the segment, thus giving the complete segment as ATT+ZZZ++7:2:IR:1234567'

The data content sent in each segment and an example of how the EDIFACT segment will look is given in the following table.

The format of the data is indicated as follows:-

- a = alpha
- n = numeric
- an = alphanumeric

The length is indicated by the number following the format type:-

- a4 = alpha field 4 characters in length
- n4 = numeric field 4 characters in length
- an4 = alphanumeric field 4 characters in length

The data format within the record contents may be shown with .. between the format type and length. This means the data length is up to the length stated.

- an..10 = alphanumeric field of up to 10 characters
- n..11 = numeric field with a maximum value of up to 11 digits

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Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
UNA Service String Segment			Mandatory Segment	**Must contain the characters as per the example line**	**Defines separator characters to be used in the interchange**
EDIFACT example: `UNA:+.? '`					
UNB – Interchange Header			Mandatory Segment		
	S001	**SYNTAX IDENTIFIER**			
	0001	Syntax Identifier	Must contain	**UNOC**	
	0002	Syntax Version Number	Must contain	**3**	
	S002	**INTERCHANGE SENDER**			
	0004	Sender Identification	Must contain	SENDER ID – format an..35	
	S003	**INTERCHANGE RECIPIENT**			
	0010	Recipient Identification	Must contain	**HMRC RECEIVER ID**	**As advised during the Registration Process – See Section 7.1**
	S004	**DATE/TIME OF PREPARATION**			
	0017	Date	Must contain	Current Date – format YYMMDD	
	0019	Time	Must contain	Current Time – format HHMM	
	0020	**INTERCHANGE CONTROL REFERENCE**	Must contain	An incrementing count for each new UNB – format an..14	
	S005	**RECIPIENT REF, PASSWORD**	If used		
	0022	Recipient's Reference/Password	Must contain	SENDER PASSWORD – format an..14	
	0026	**APPLICATION REFERENCE**	May contain	**NVREQ**	
	0029	**PROCESSING PRIORITY CODE**	Not Used		
	0031	**ACKNOWLEDGEMENT REQUEST**	Not Used		
	0032	**COMMS AGREEMENT ID**	Not Used		
	0035	**TEST INDICATOR**	May contain	Must not be present for Live interchanges or must contain '1' for Test interchanges	
EDIFACT example: **UNB+UNOC:3+SENDERID+HMRC+130414:0935+2++NVREQ'** **For Live transmissions**					
EDIFACT example: **UNB+UNOC:3+SENDERID+HMRC+130414:0935+2++NVREQ++++1'** **For Test transmissions**					

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Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
UNH - Message Header			Mandatory Segment		
	0062	**MESSAGE REFERENCE NUMBER**	Must contain	An incrementing count for each new UNH - format an..14	
	S009	**MESSAGE IDENTIFICATION**			
	0065	Message Type	Must contain	**NVREQ**	
	0052	Message version number	Must contain	**1**	
	0054	Message release number	Must contain	**0**	
	0051	Controlling agency	Must contain	**IR**	
EDIFACT example: UNH+1+NVREQ:1:0:IR'					
BGM – Beginning of Message			Mandatory Segment		
	C002	**DOCUMENT/MESSAGE NAME**			
	1001	Document name, coded	Must contain	**27**	27 = qualifier for NVREQ
	1131	Code list qualifier	Must contain	**5**	
	3055	Code list agency	Must contain	**IR**	
EDIFACT example: BGM+27:5:IR'					
NAD – Name and Address			Optional Segment		**This record is Optional. It should only be provided by Software Developers**
	3035	**PARTY QUALIFIER**	Must contain	**SD**	SD = qualifier for Software Developer
	C082	**PARTY IDENTIFICATION DETAILS**	Not used		
	C058	**NAME AND ADDRESS**	Not used		
	C080	**PARTY NAME**	Not used		
	C059	**STREET**	Not used		
	3164	**CITY NAME**	Not used		
	3229	**COUNTRY SUB-ENTITY IDENTIFICATION**	Not used		
	3251	**POSTCODE IDENTIFICATION**	Not used		
EDIFACT example: NAD+SD'					

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Message Implementation Guidelines for PAYE NINO Verification Request

Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
ATT – Attribute of Software Developer			Optional Segment		**This record is Optional. It should be provided by Software Developers**
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**49**	49 = qualifier for Vendor ID
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Vendor ID - format n..4	See Validation Rule T1
EDIFACT example: ATT+ZZZ++49:2:IR:1'					
ATT – Attribute of Software Developer			Optional Segment		**This record is Optional. It should be provided by Software Developers**
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**55**	55 = qualifier for Developer's Name
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Developer's Name - format an..35	See Validation Rule T3
EDIFACT example: ATT+ZZZ++55:2:IR:SOFTWARE DEVELOPERS LIMITED'					

Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
ATT – Attribute of Software Developer			Optional Segment		**This record is Optional. It should be provided by Software Developers**
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**56**	56 = qualifier for Payroll Product Name
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Payroll Product Name - format an..35	See Validation Rule T4
EDIFACT example: ATT+ZZZ++56:2:IR:PAYROLL PRODUCT NAME'					
ATT – Attribute of Software developer			Optional Segment		**This record is Optional. It should be provided by Software Developers**
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**57**	57 = qualifier for Payroll Product Version
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Payroll Product Version - format an..35	See Validation Rule T5
EDIFACT example: ATT+ZZZ++57:2:IR:6.1'					

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Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
NAD – Name and Address			Mandatory Segment		**Required to qualify following ATT segments**
	3035	**PARTY QUALIFIER**	Must contain	**BG**	BG = qualifier for Employer
	C082	**PARTY IDENTIFICATION DETAILS**	Not used		
	C058	**NAME AND ADDRESS**	Not used		
	C080	**PARTY NAME**			
	3036	Party name	Must contain	Employer Name – format an..35	See Validation Rule 4
	C059	**STREET**	Not used		
	3164	**CITY NAME**	Not used		
	3229	**COUNTRY SUB-ENTITY IDENTIFICATION**	Not used		
	3251	**POSTCODE IDENTIFICATION**	Not used		
EDIFACT example: NAD+BG+++EMPLOYER NAME'					
ATT – Attribute of Employer			Mandatory Segment		
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**7**	7 = qualifier for Employer PAYE Reference
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Employer PAYE Reference - format an..10	See Validation Rule 2
EDIFACT example: ATT+ZZZ++7:2:IR:AZ12345'					

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Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
ATT – Attribute of Employer			Mandatory Segment		
	9017	ATTRIBUTE FUNCTION QUALIFIER	Must contain	ZZZ	ZZZ = qualifier for Mutually defined
	C955	ATTRIBUTE TYPE	Not used		
	C956	ATTRIBUTE DETAILS			
	9019	Attribute, coded	Must contain	103	103 = qualifier for Employer Accounts Office Reference Number
	1131	Code list qualifier	Must contain	2	
	3055	Code list agency	Must contain	IR	
	9018	Attribute	Must contain	Employer Accounts Office Reference Number - format an13	See Validation Rule 3
EDIFACT example: ATT+ZZZ++103:2:IR:123PQ7654321X'					
NAD – Name and Address			Mandatory Segment		**Required to qualify the following ATT segment**
	3035	PARTY QUALIFIER	Must contain	TC	TC = qualifier for HMRC Office
	C082	PARTY IDENTIFICATION DETAILS	Not used		
	C058	NAME AND ADDRESS	Not used		
	C080	PARTY NAME	Not used		
EDIFACT example: NAD+TC'					
ATT – Attribute of HM Revenue & Customs Office			Mandatory Segment		
	9017	ATTRIBUTE FUNCTION QUALIFIER	Must contain	ZZZ	ZZZ = qualifier for Mutually defined
	C955	ATTRIBUTE TYPE	Not used		
	C956	ATTRIBUTE DETAILS			
	9019	Attribute, coded	Must contain	17	17 = qualifier for HMRC Office Number
	1131	Code list qualifier	Must contain	2	
	3055	Code list agency	Must contain	IR	
	9018	Attribute	Must contain	HMRC Office Number, 001 to 999	See Validation Rule 1
EDIFACT example: ATT+ZZZ++17:2:IR:123'					

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Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
DTM – Date and Time			Mandatory Segment		
	C507	**DATE/TIME/PERIOD**			
	2005	Date period qualifier	Must contain	**243**	243 = qualifier for Date of Message
	2380	Date period	Must contain	Date of Message - format CCYYMMDD	
	2379	Date period format qualifier	Must contain	**102**	102 = qualifier for format CCYYMMDD
EDIFACT example: DTM+243:20130414:102'					
UNS – Section Identifier			Mandatory Segment		
	0081	Section Identifier	Must contain	**D**	D = qualifier for Detail
EDIFACT example: UNS+D'					
The Detail section (LIN to DTM) can be repeated for each employee included in the message up to a maximum of 100 employees.					
LIN – Line Item			Mandatory Segment		
	1082	**LINE ITEM NUMBER**	Must contain	Employee record Number within this message - format n..6	
EDIFACT example: LIN+1'					

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Message Implementation Guidelines for PAYE NINO Verification Request

Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
NAD – Name and Address			Mandatory Segment		
	3035	**PARTY QUALIFIER**	Must contain	**BV**	BV = qualifier for Employee
	C082	**PARTY IDENTIFICATION DETAILS**	Not used		
	C058	**NAME AND ADDRESS**			
	3124	Name and address line	May contain	Address Line 1 – format an..35	See Validation Rule 13
	3124	Name and address line	May contain	Address Line 2 – format an..35	See Validation Rule 14
	3124	Name and address line	May contain	Address Line 3 – format an..35	See Validation Rule 15
	3124	Name and address line	May contain	Address Line 4 – format an..35	See Validation Rule 16
	3124	Name and address line	May contain	Foreign Country – format an..35	See Validation Rule 18
	C080	**PARTY NAME**			
	3036	Party name	Must contain	Surname or Family Name – format an..35	See Validation Rule 6
	3036	Party name	Must contain	Forename or Given Name – format an.35	See Validation Rule 7
	3036	Party name	May contain	Second Forename or Given Name – format an..35	See Validation Rule 9
	3036	Party name	May contain	Title – format an..35	See Validation rule 5a
	C059	**STREET**	Not used		
	3164	**CITY NAME**	Not used		
	3229	**COUNTRY SUB-ENTITY IDENTIFICATION**	Not used		
	3251	**POSTCODE IDENTIFICATION**	May contain	UK Postcode – format an..10	See Validation Rule 17
EDIFACT example: NAD+BV++1 CARDBOARD LANE:TELFORD:SHROPSHIRE+THYME:JUSTIN:EDWARD:MR++++TL9 9ZZ'					
ATT – Attribute of Employee			Optional Segment		**This record is Optional.** **It should only be provided if a NINO needs to be included in the return**
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**11**	11 = qualifier for NINO
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	National Insurance Number (NINO) – format an..9	See Validation Rule 5
EDIFACT example: ATT+ZZZ++11:2:IR:AB123456C'					

Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
ATT – Attribute of Employee			Mandatory Segment		
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**9**	9 = qualifier for Current Gender
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Current Gender, M = Male or F = Female	See Validation Rule 11
EDIFACT example: ATT+ZZZ++9:2:IR:M'					
ATT – Attribute of Employment			Optional Segment		
	9017	**ATTRIBUTE FUNCTION QUALIFIER**	Must contain	**ZZZ**	ZZZ = qualifier for Mutually defined
	C955	**ATTRIBUTE TYPE**	Not used		
	C956	**ATTRIBUTE DETAILS**			
	9019	Attribute, coded	Must contain	**19**	19 = qualifier for Payroll ID
	1131	Code list qualifier	Must contain	**2**	
	3055	Code list agency	Must contain	**IR**	
	9018	Attribute	Must contain	Payroll ID format an..35	See Validation Rule 38
EDIFACT example: ATT+ZZZ++19:2:IR:14755'					
DTM – Date and Time			Mandatory Segment		
	C507	**DATE/TIME PERIOD**			
	2005	Date period qualifier	Must contain	**329**	329 = qualifier for Date of Birth
	2380	Date period	Must contain	Date of Birth - format CCYYMMDD	See Validation Rule 10
	2379	Date period format qualifier	Must contain	**102**	102 = qualifier for format CCYYMMDD
EDIFACT example: DTM+329:19781001:102'					

EB5 (PAYE) / NVREQ

Segment Name	EDIFACT Element Name	Segment Content	Contents		Notes
Further employee details (LIN through DTM segments) may be included here					
UNS – Section Identifier			Mandatory Segment		
	0081	Section Identifier	Must contain	**S**	S = qualifier for Summary
EDIFACT example: UNS+S'					
CNT - Control			Mandatory Segment		
	C270	**CONTROL**			
	6069	Control qualifier	Must contain	**2**	2 = qualifier for Number of Line Items in message
	6066	Control value	Must contain	Number of LIN through DTM segments (same as Number of Employees) – format n..8	
EDIFACT example: CNT+2:1'					
UNT – Message Trailer			Mandatory Segment		
	0074	**NUMBER OF SEGMENTS**	Must contain	Message segment count including UNH and UNT segments, format n..10	
	0062	**MESSAGE REFERENCE NUMBER**	Must contain	Same value as in UNH, format an..14	
EDIFACT example: UNT+79+1'					
UNZ – Interchange Trailer			Mandatory Segment		
	0036	**INTERCHANGE CONTROL COUNT**	Must contain	Count of messages within interchange, e.g. 1 – format n..6	
	0020	**INTERCHANGE CONTROL REFERENCE**	Must contain	Same value as 0020 in UNB – format n..14	
EDIFACT example: UNZ+1+2'					

6.2.1 EDIFACT NVREQ Example

An example of a NVREQ EDIFACT message can be found on the HMRC Website at: http://www.hmrc.gov.uk/ebu/ebu_paye_ts.htm'

EB5 (PAYE) / NVREQ

7 PROCESSING CHECKLIST

7.1 Registration

All EDI users, whether Software Providers, Employers or Bureaux, must register with HMRC before they can test their data. It is recommended that you register your intent to use EDI as soon as possible after commencing development.

Online Services Helpdesk: 0845 60 55 999 or helpdesk@ir-efile.gov.uk

7.2 Character Set

All EDI data submitted to HMRC must be within a defined character set. The character set which must be used within the message is given in Appendix A.

Any message containing characters outside this specific character set will be rejected before reaching the HMRC system. The error will be reported to the sender.

7.3 Interchange Control References

Each interchange sent by an Employer/Bureau must contain a unique "Interchange Control Reference" (ICR) in its header.

For EDIFACT submissions, the ICR is contained within the UNB segment; for GFF submissions, the ICR is contained within the 4* header.

If any problems occur with the transmission or validation of the data prior to it being processed by HMRC, the ICR will be used to reference the interchange that has failed.

It is essential that the ICR is unique for each NVREQ interchange sent. It is recommended that the ICR is sequential and increments, i.e. maintain one sequence of ICRs for the messages within this group.

7.4 GFF Record Lengths

All GFF records must be the correct length as defined in Section 6.1.

A common problem is that the GFF records are the incorrect length, this often occurs when a previously unused optional record is produced. As part of your development please ensure all record lengths, especially optional records, are correct.

7.5 Sending Data to HMRC

The Employer/Bureau is responsible for ensuring transmitted data has been received either by the Value Added Network (VAN) or intermediary communication provider.

This is normally achieved by either checking reports issued by the VAN or setting your communication software to request End to End Responses (EERPs) and checking they are successful.

7.6 Error Correction

The Employer/Bureau is responsible for correcting and resubmitting data reported as faulty. See Sections 2.5 and 2.6 for details of Acknowledgement Reports generated by the EDI Translation Service and HMRC.

Acknowledgement Reports from the EDI Translation Service will quote the Interchange Control Reference (ICR), and also the PAYE Scheme.

Acknowledgement Reports from HMRC will quote the PAYE Scheme.

In both cases the Employer/Bureau will then be expected to correct and resubmit the data.

Appendix A: Character Sets

Any message containing characters outside this specific character set, will be classed as an error and will be reported to the sender. e.g. ~ |

N.B. EDIFACT uses the characters + : ? and ' to identify the position of the business data in the segment and consequently the meaning of the data.

The ? is used as a release character immediately preceding one of the characters ' + : ? to restore their normal meaning, e.g. O?'CONNOR means O'CONNOR.

Character / Set		Employer Name — Set A	Employer PAYE Reference, Address Line, Foreign Country & Payroll Id — Set B	Title — Set C	Surname, Forename & Second Forename — Set D	UK Postcode — Set E
Letters, lower case	a to z	Y	Y	Y	Y	Y
Letters, upper case	A to Z	Y	Y	Y	Y	Y
Numerals	0 to 9	Y	Y			Y
Space character		Y	Y	Y	Y	Y
Full Stop	.	Y	Y	Y		
Comma	,	Y	Y			
Hyphen/minus sign	-	Y	Y	Y	Y	
Opening parenthesis	(	Y	Y			
Closing parenthesis	)	Y	Y			
Oblique stroke (forward slash)	/	Y	Y			
Equals sign	=	Y	Y			
Exclamation mark	!	Y	Y			
Quotation Mark	"	Y	Y			
Percentage sign	%	Y	Y			
Ampersand	&	Y	Y			
Asterisk	*	Y	Y			
Semi-colon	;	Y	Y			
Less than sign	<	Y	Y			
Greater than sign	>	Y	Y			
Apostrophe	'	Y	Y	Y	Y	
Plus sign	+	Y	Y			
Colon	:	Y	Y			
Question Mark	?	Y	Y			
Backslash	\	Y				
Open square bracket	[	Y				
Close square bracket	]	Y				
"At" sign	@	Y				
Dollar sign	$	Y				
Number sign (Hash sign)	#	Y				
Circumflex	^	Y				
Opening braces	{	Y				
Closing braces	}	Y				
Underscore	_	Y				

APPENDIX B: National Insurance Number Prefix Validation

National Insurance Number Prefix Validation Rules

1. The characters D, F, I, Q, U and V are not used as either the first or second letter of a NINO prefix.

2. The letter O is not used as the second letter of a NINO prefix.

3. Prefixes BG, GB, KN, NK, NT, TN and ZZ are not to be used.