

Input File format

The input file should be submitted in a text file format. The file consists of a Header, Data and Trailer record. The required format is given in the tables below.

Header Record Layout

Field No	Field	Position	Size	Description
1	Record Identifier	1	1	Must be 'A'
2	Null field	2-4	3	Null field
3	Scheme Contracted Out Number (SCON)	5-13	9	Alpha character 'S' + 7 numeric + 1 Alphanumeric
4	Spare	14-58	45	Spaces
5	Record Delimiter	59	1	Line feed (ASCII)

Data Record

Field No	Field	Position	Size	Description
1	Identifier	1	1	Must be "B"
2	National Insurance Number (NINO)	2-10	9	2 Alpha + 6 numeric + 1 alpha character. Mandatory field.
3	Employee's Surname	11-30	20	First twenty characters of scheme member's surname. Only first three are required by HMRC, but up to 20 are acceptable to help customer's programming requirements. Left justified and space-filled.
4	Employee's First Initial	31	1	First character of first name. Alpha or space.
5	Employee's Second Initial	32	1	First character of second name. Alpha or space.
6	Employee's Date of Birth	33-40	8	DDMMCCYY. Spaces if no date of birth is known.
7	Employee's Reference Number	41-50	10	Any staff or identification number used by the Scheme Provider system to identify the scheme member. Left justified and space filled.
8	Spare	51-58	8	Spaces.
9	Record Delimiter	59	1	Line feed (ASCII)

Trailer Record

Field No	Field	Position	Size	Description
1	Identifier	1	1	Must be "C"
2	Total of Enquiry Schedule records within this scheme	2-8	7	0000000-9999999
3	Spare	9-58	50	Spaces
4	Record Delimiter	59	1	Line feed (ASCII)

Output File format

The output file is produced in a MS Excel format. The file consists of details of accounts where a discrepancy exists as detailed in the table below

Data Record - Discrepancy Details

Field Name	Position	Size	Value Range
Nino	1-9	9	NINO Format (Including Suffix)
Name	10-29	20	Alphanumeric

Initials	30-31	2	Alphanumeric (First character of first forename and first character of second forename if present)
DOB	32-41	10	Date DD/MM/CCYY or blank
Employee Ref No	42-49	8	Numeric or blank (trailing spaces removed)
Alternative Nino	50-58	9	NINO Format or blank (Including Suffix)
Recorded DOB	59-68	10	Date DD/MM/CCYY or blank
Discrepancy Category	69	1	Numeric (Valid categories: 2, 3, 4, 5 or 6)
Discrepancy Reason	70-129	60	(2) 'NI Number correct and DOB differ' (3) 'Alternative NI number and DOB agrees' (4) 'Alternative NI number and DOB differ' (5) 'Enquiry details do not match' (6) 'No account has been found'
Record Delimiter	130	1	Line Feed (ASCII)