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 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 2022/2023 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 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 2022/2023 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	