

# Pensions - Private Sector and Non-Public Sector Organisations

## 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 1                           | Character   |                                                                                                                                                                                   |

| Field Name                                      | Data Format | Comments                                                                                                                                                                      |
|-------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address 2                                       | Character   |                                                                                                                                                                               |
| Address 3                                       | Character   |                                                                                                                                                                               |
| Address 4                                       | Character   |                                                                                                                                                                               |
| Postcode                                        | 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   | Include 'Y' if leaver or leave blank if not                                                                                                                                   |
| 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 2026/27 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.<br>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.                                                  |

| Field Name             | Data Format | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pension abatement flag | Character   | <p>Include a 'Y' in this field if the individual is subject to abatement rules and those rules are not currently being applied (i.e., the pension is being paid in full).</p> <p>Leave blank if:</p> <ul style="list-style-type: none"> <li>- Abatement rules do not apply to this scheme/individual.</li> <li>- The pension is already being abolished due to re-employment.</li> </ul> <p><b>Please note:</b> Blank records are excluded from abatement matching.</p> |
| Added Years Flag       |             | <p><b>New Field</b> - Enhanced/Efficiency Retirement – Include a 'Y' in this field if the pension includes "added years" or was granted on "grounds of efficiency."</p>                                                                                                                                                                                                                                                                                                 |

## 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 1                           | Character   |                                                                                                                                                                                   |
| Address 2                           | Character   |                                                                                                                                                                                   |
| Address 3                           | Character   |                                                                                                                                                                                   |

| Field Name                                      | Data Format | Comments                                                                                                                                                                      |
|-------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address 4                                       | Character   |                                                                                                                                                                               |
| Postcode                                        | 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   | Include 'Y' if leaver or leave blank if not                                                                                                                                   |
| 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 2026/27 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   |                                                           |

| Field Name                              | Data Format | Comments                                                                                                                                                                            |
|-----------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 1                               | Character   |                                                                                                                                                                                     |
| Address 2                               | Character   |                                                                                                                                                                                     |
| Address 3                               | Character   |                                                                                                                                                                                     |
| Address 4                               | Character   |                                                                                                                                                                                     |
| Postcode                                | Character   |                                                                                                                                                                                     |
| Unique Property Reference Number (UPRN) | Character   |                                                                                                                                                                                     |
| Date of birth                           | Date        |                                                                                                                                                                                     |
| Date pension started                    | Date        | We expect this to be blank. It is included as a check that only deferred pensions are provided                                                                                      |
| Date employment ended                   | Date        |                                                                                                                                                                                     |
| Leaver indicator                        | Character   | Include 'Y' if leaver or leave blank if not                                                                                                                                         |
| National insurance number               | Character   |                                                                                                                                                                                     |