HSC Business Services Organisation

INVESTORS IN PEOPLE

GP Practice, Direction Employers & Out of Hours Staff

(J2) Notification of Start of Pensionable Employment

This form must be completed and sent to HSC Pension Service immediately a person starts pensionable employment

To be completed by an authorised officer – not the member.

1. **National Insurance Number**
2. **Date of Birth**
3. **Has date of birth been verified from birth certificate** Tick appropriate box:- Yes ☐ No ☐
4. **Title**
5. **Sex**
6. **Surname**
7. **Forename**
8. **Address**

Postcode

9. **Email**
10. **Telephone**
11. **Date Started Current Pensionable Employment**
12. **Capacity in which employed? (Job Role)**
13. **Whole-time or part-time? (FT/PT/bank/adhoc)**
14. **Is this the joiner's only pensionable employment? Y/N**
    If N, please give details of other employments.
    (e.g. Practice No, HSCT, Staff No)
15. **If part-time, proportion of whole-time as a fraction. (25.5/37.5 etc)**
16. **Annual Whole Time Equivalent (WTE) Salary**

17. Employer Declaration

I declare that I have issued the member with a copy of the 2015 Scheme Guide.

Sign here _____

Name _____

Official Designation _____

Date _____

Telephone Number _____

E-Mail _____

Stamp:

Practice Identifier:

V.Sep 23

Send to: HSC Pension Service, Orchard House, 40 Orchard House, Londonderry, BT48 6AT or email to hscpensions@hscni.net