

NHS Pension Scheme

2023/06

- Who should read:**
- Chief Executives of Health Boards
 - Payroll Managers
 - Pension Administration Staff
 - Staff who submit data to the SPPA

Action: For information and action

Subject: Retirement Application Process Reminder

Date: 3 August 2023

The purpose of this circular is to provide NHS employers with updates in connection with the retirement process and covers the following:

- 1 **Reinforcement of retirement application processing times**
- 2 **Guidance on the management of final figure revisions**

1 Retirement Application Process

From **1 August 2023**, the SPPA will work on applications according to the **date received** instead of the **date of retirement** as was previously the case. This will ensure the timely processing of applications.

Please advise employees who are planning to retire to submit their application no later than **four months** in advance of retirement.

Employers should send part 2 of the retirement application to the SPPA **three months** in advance of retirement to ensure payment is made on time. This will ensure there are no delays to payment.

2 Final Figure Calculations

Employers have a responsibility to submit final pay figures for scheme members in their employment.

To make this easier we have extracted the revisions section from the retirement application form and created a separate form to differentiate this as a specific task. You can find this form on the [NHS Forms section](#) of our website:

- Name of form: **Retirement application revision form (Employers only)**

Employers should use this form to advise the SPPA if the earnings submitted on the original application form are different. A revised pension may need to be processed by the SPPA and paid to the member.

The SPPA will no longer issue reminders to employers who do not send final pay figures or revisions. This will take effect with immediate notice. Please make sure you have steps in place to ensure final pay figures are accurate.

Any questions?

If have any enquiries about this circular you can [email us](#).

Garren Conway
Customer Service Manager
3 August 2023