Appendix 1 – HMRC Scheme Reconciliation Service communications June 2018

Email sent to LGPC contacts 15/06/2018 - New SRS automated solution

"I am sending this email to give you advance noticed ahead of the solution summary document being issued. We have a new automated SRS Solution, Change Of RPA,

This solution will allow pension scheme administrators to advise HMRC that they have changed the responsibility for the administration of a scheme from one administrator to another.

The solution will accept both Was in Scheme requests (where the change of responsibility is being accepted by the administrator submitting the query file) and Not in Scheme requests (where the current administrator is advising that the responsibility for the administration of the scheme is being taken over by another provider).

The solution will also process a Buy Out of a period of employment with a GMP/COSR Rights MOP type where an appropriate importing Buy Out SCON is provided.

The solution will only be successful if the Start and End Dates provided on the query file are within a tolerance of + or – 1 full tax year of the dates held on HMRC records and cover the full period of liability under the scheme.

The query template must contain:

* *NINo*
* *Exporting SCON*
* *Importing SCON*

* *Surname (HMRC)*
* *Start Date (HMRC)*
* *End Date (HMRC)*
Or
* *Surname (Scheme)*
* *Start Date (Scheme)*

- *End Date (Scheme)*

The Input file deadline for this is 27/07/2018."

Email sent to LGPC contacts 15/06/2018 - New Solution Summary Document Type 5 automation

"I have you noted as Pension Scheme Administers . The attached is a new Solution Summary Document to help you summit queries via SRS automation for Type 5 automation . Please read, it contains important information that we help you clear out standing queries for members of your pension scheme."

The Solution Summary Document is attached as **appendix 2**.

Email sent to LGPC contacts 20/06/2018 - Contracted-out reconciliation: NINO/DOB tracing service for stalemate cases

"I am part of the Customer Relationship Management team for the Scheme Reconciliation Service. We have had a few queries regarding stale mate cases where NINO, DOB's and surnames don't match leading to no trace of members. We are offering a NINO/DOB checking service for these members.

The National Insurance number/Date of Birth Checking Service compares the National Insurance numbers (NINOs) and dates of birth held in pensions schemes records with the information held on the National Insurance Recording System.

The application produces an output which shows details of those NINOs and dates of birth where the information supplied by the scheme is different to our records.

I have included instructions below on how to submit these files. If you require any further information you can contact us on the details below or email our inbox crm.schemereconciliationservice@hmrc.gsi.gov.uk

Input File format

The input file should be submitted in a text file format. The file consists of a Header, Data and Trailer record and 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 will be produced in an 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)

Further Information

If you require any further information about this service please contact us at our business email address which is nispi.magmedia@hmrc.gsi.gov.uk

Data Protection

HMRC is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Data Protection Commissioner, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do it will only be as the law permits, to check accuracy of information, prevent or detect crime and protect public funds. We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies and overseas tax authorities. We will not give information about you to anyone outside HMRC unless the law permits us to do so.

Improving our service to you

This leaflet gives general guidance only and should not be treated as a complete and authoritative statement of the law. We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at [nispi.magmedia @hmrc.gsi.gov.uk](mailto:nispi.magmedia@hmrc.gsi.gov.uk) if you have any comments or are unhappy with our service"