No.	Heading	Notes	Max. Field Length	Typical Examples	Mandatory Y/N
A	Employer Number	Right justified with leading zeros, where applicable	3	001 103	Y
B	Title	Mixed case Mr/Mrs/Miss/Ms/Sir/Cllr/Revd/Dr/Prof/Lady/Lord	4	Mr	Y
C	Surname	Mixed case	30	Smith	Y
D	Forenames	Mixed case	40	John Eric	Y
E	Gender	Alpha F Female M Male	4	F	Y
F	Date of Birth	Date DD/MM/YYYY	10	16/04/1975	Y
G	Date of Birth Verified	Alpha Y/N Null will default to N	1	Y	N
H	Marital status	Alpha CP Civil Partner N Nominated Partner D Divorced M Married U Single W Widowed CS Same Sex Marriage Leave blank if unknown	4	M	N
I	National Insurance Number	Alphanumeric Standard format "AANNNNNNA"	9	AB123456C	Y

J	Leave blank	Leave blank	n/a		N
K	Employee Payroll Reference	Unique reference to identify an individual pensionable employment. As per employer payroll system	16	1234567AB 123456-7	Y
L	Leave blank	Leave blank	n/a		N
M	School	Only provide for a LEA/Foundation school using a 3rd party payroll provider	n/a		N
N	Address line 1	Alphanumeric	50	52 PIGEON STREET	Y
O	Address line 2	Alphanumeric	50		N
P	Address line 3	Alphanumeric	50		N
Q	Address line 4 (TOWN)	Alphanumeric This field should contain the town	50	WOLVERHAMPTON	Y
R	Address line 5	Alphanumeric This field should contain the county	50	WEST MIDLANDS	N
S	Postcode	Alphanumeric 'AANN NAA'	18	WV3 9JB	Y
T	Scheme	LGPS 01 Councillor 02	2	01	Y
U	Leave blank	Leave blank	n/a		N
V	Leave blank	Leave blank	n/a		N
W	Date of Scheme Admission	Date DD/MM/YYYY	10	31/05/2014	Y
X	Contracted Hours	Numeric State 0.00 *for all members*	5	0.00	Y
Y	Leave Blank	Leave blank	n/a		N
Z	Full time equivalent hours	Numeric	5	37.00 32.50	Y

AA	Casual	Alpha Y/N	1	Y	N
AB	Pensionable Pay	Actual rate of pensionable pay If casual quote the FTE pensionable pay	10 (2 decimal)	11999.99	Y
AC	Full time equivalent pay	State Actual rate of pensionable pay as in AB	10 (2 decimal)	21999.99	Y
AD	Contribution Rate	Standard Contribution Rate set in month of joining Numeric	8 (2 decimal)	6.50	Y
AE	Leave blank	Leave blank	n/a		N
AF	Auto Enrolment	Alpha Y/N	4	Y	Y
AG	Employee Type	Alpha EJ Eligible Jobholder NEJ Non-Eligible Jobholder EW Entitled Worker CO Contractual Joiner	6	EJ	Y
AH	Leave blank	Leave blank	n/a		N
AI	Declaration of Opt Out by Employer received date	Date DD/MM/YYYY	10	31/05/2014	N
AJ	Declaration that the Employer has seen the Opt Out notice and provided enrolment information	Y/N	1	Y	N

AK	Leave blank	Leave blank	n/a		N
AL	Opt out immediately flag	Alpha Y/N	1	N	Y
AM	Opt out date	Date DD/MM/YYYY Mandatory if opt-out flag = Y	10	31/05/2014	N
AN	Opt Out Reason	Alpha AE or C (Auto enrolment or Contractual i.e. LGPS regulations) Mandatory if opt-out flag = Y	2	AE	N
AO	Has the member opted out of Electronic Communication for disclosure purposes?	Alpha Y/N Null will default to N	1	Y	N
AP	Email Address - Personal	Alphanumeric	40	Mike@j.co.uk	N
AQ	Email Address - Business	Alphanumeric	40	Mike@civica.co.uk	N
AR	50/50 section flag	Alpha Y if member opted to join 50/50 scheme Leave blank if member is in the main scheme	1	Y	N
AS	50/50 start date	Date DD/MM/YYYY Enter date if 50/50 section flag is set to 'Y'	10	31/05/2014	N
AT	Notes	Alphanumeric	250		N

Note
At least one row should appear for each auto-enrolled/admitted employee. However a separate row of data should be submitted where an employee has multiple employments.

File format & submission
1. File format to be CSV – please remove the column headers before submitting the file
2. Submission should be via Web Portal.

The file should be submitted individually, please do not attach any other documents.

The subject header should read as follows: Joiner BDI (month and year BDI relates to) Employer Name

When the Fund receives the file:

- Triage check:
    1. If the format is correct and all the required data is included the file will be sent for processing.
    2. If the file is incorrect it will be returned to the sender via secure email for amendment to the person who submitted the data.
       *The revised BDI file should be returned via the Web portal
       the subject header should read: Revised Joiner BDI (month and year BDI relates to) employer name

- Processing check:
    1. The file will be processed, any individual errors will be rejected and returned to you for amendment (*follow procedure as point 2 above).

It is important that once a BDI file has been submitted and rejected, no further members are added when this file is resubmitted.

If you are including Joiners who have Opted Out on the file, please ensure only opt outs within 3 months who have received a refund of their contributions via your payroll, are shown as an Opt Out. Any other opt outs will require a form S4 ELOPT to be submitted via the Web portal.

If an employee has multiple employments, a separate row of data should be submitted for each job, and a unique payroll reference provided for each employment.

When the file has been processed the Fund will send you a list of joiners processed, together with the individual membership numbers. If you have received A1 forms from the members you can then submit the forms to the Fund via secure email or SFTP facility as a PDF to dmt@wolverhampton.gov.uk. Please ensure you write the membership number on the top of the form A1.

The email subject header should read: Forms A1 BDI (insert relevant month and year) Employer Name.

If you use an external organisation to process your pension requirements please ensure they are aware of the new process.