1NOTIFICATION LAYOUT

System Form Document Page Author: Date: 11th February 2000 Mod on: 21/03/03
PSCS NOTLAY BR33M 1 of 4 Reference: NOTLAY.DOC (Version 2.0)

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Mod by: Mod on: 21/03/03
Status:

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1This form is now obsolete as Claims invitations are directed to WAPA and not 2produced by PSCS

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5NOTIFICATION NAME: BR33M

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7The following pages contain layouts of the overlays used for printing this form. This is a LASER LINE form.

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9Page 1 and page 3 are printed on the front of the paper, pages 2 and 4 are printed on the reverse and contain no variable text.

11The layouts are intended as a guide to the actual layout and format but cannot be relied on to be 100% accurate in their 12dimensions.

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14The line numbers represent the logical print lines on the printed sides. On the reverse sides they are for guidance only.

15

16Page 3 is printed before page 1 so that they are enveloped correctly.

17

18Output handling is controlled by OMRs and is described in operating instructions. In summary:-

19

200VB forms are not enveloped and no inserts are requested. Otherwise:-

21A reply envelope RE833 is included from hopper 1,

22a leaflet BR833 is included from hopper 2,

23a Welsh leaflet BR833W may be included from hopper 3,

24a BR33W welsh BR33 may be called in, and

25an ACT leaflet is included from the folding station.

26Hoppers 4, and 7 are not used by the GB version of this form. Hoppers 5, 6 & 8 are not used by either version.

27

28Font switching has been removed from the HSP processing and is controlled by control sequences embedded in the variable 29inserts. This enables the application code to switch from the normal monospaced font, used to print the amounts etc, to 30either bold proportional or normal proportional fonts. This makes text inserts print in an identical manner to the background 31text from the overlay. The font MUST be switched back to normal mono-spaced at the end of each line as the OMR marks 32must not be proportional. The font switches are indicated by <Bold>, <Prop> and <Norm>. The switching is achieved by 33embedding the character strings HEX(FF43), HEX(FF42) and HEX(FF41) in the insert text for bold proportional, 34proportional and normal mono-spaced respectively. These strings do not print and take up no space on the page so they are 35not included in the sizes given for the inserts but they do take up space in the output print line.

37Print Positions

38

39PAGE 1

41Line Number 42	Start Column	No of Columns	Contents
437	59	22	Our records show that
448	59	21	we have already seen
459	.59	23	your birth certificate
4611	13	27	Name line 1
4712	13	27	Name line 2
4813	13	27	Address line 1
4914	13	27	Address line 2

Reference: NOTLAY.DOC (Version 2.0) Form Document Page Author: 1 Mod by: System Date: 11th February 2000 Mod on: 21/03/03 **PSCS** NOTLAY BR33M 2 of 4 Status: NINO Address line 3 Address line 4 Postcode Date Customer's name if sent to appointee Total Payable Rate <Prop>"* any contributions you have paid abroad"<Norm> **Basic Pension** Pre 97 AP COD Payable pre 97 AP Post 97 AP Post 02 AP (R12.22 WI2904F) GRB Total payable Office number 21PAGE 3 23Line Number Start Column No of Columns Contents 50 to 56 optional text if BP less than standard Office number 35Text in lines 50 to 56 is:-37<Bold>Increasing your Retirement Pension<Norm>

^{38&}lt;Prop>If you are not entitled to Basic Pension or entitled to less than standard rate<Norm>

^{39&}lt;Prop>you may be able to increase the amount of your Basic Pension by paying National<Norm>

^{40&}lt;Prop>Insurance for past years. Get in touch with us to find out if you can increase<Norm>

^{41&}lt;Prop>your pension. Do this even if you do not want to claim your pension yet. The<Norm>

^{42&}lt;Prop>address of your social security office is in the phone book. Look for<Norm>

^{43&}lt;Prop>Social Security or ask at your local Post Office for the address.<Norm>

⁴⁵NOTE:- Text before column 13 is not shown. This includes OMR marks (columns 2 - 4), office numbers and restart keys 46(line 65 column 12).

⁴⁸Rel 13.12. RFC131050(WI4050)

⁴⁹Rel 13.12. WI4151

1New Logo 2 3 4 5 6 7 Your National Insurance number is 8 AB 12 34 56 A 9 You will need to quote this when you 10 contact the Pensions Service 11xxxxxxxxxxxxxxxxxxxxxxxxxxxx 12xxxxxxxxxxxxxxxxxxxxxxxxxxx 13xxxxxxxxxxxxxxxxxxxxxxxxxxx 14xxxxxxxxxxxxxxxxxxxxxxxxxxx 15xxxxxxxxxxxxxxxxxxxxxxxxxxx 16xxxxxxxxxxxxxxxxxxxxxxxxxxx 17xxxxxxxx 18 19 Date xx xxxxxxxxx xx 21About your State Pension 24We are writing to you because our records show that you are approaching State Pension age, currently 60 25 26You may be thinking about whether or not you want to retire, and what your options are. You can continue 27to work and still claim your State Pension. Or you can delay claiming your State Pension (whether you are 28working or not) and receive a higher pension, or maybe a lump sum, at a later date. 30Your State Pension is a weekly amount. If you are widowed or divorced, the rate shown will not include 31 any state pension that you may be entitled to from your late or ex spouse. From the available information. 32we estimate your weekly entitlement as £xxx.xx (of which the basic pension is £xxx.xx). This is based on 33information available and may change. 34 35If your basic pension is not at the full rate, you may be able to increase it by paying some voluntary 36contributions but there are time limits for doing so. The enclosed leaflet provides you with the full rate and 37more information on this and about what you need to do if you are widowed or divorced. 39If you want to claim your State pension, you need to contact us now as there are time limits to making a 40claim. The quickest way of doing this is to: 41 42. Phone 0845 300 1084 or ask someone to call for you. Details of what we will want to know are on 43 the next page. If you have speech or hearing difficulties, and use a text phone, call 0845 300 2086. 44 45 Lines are open from 8am to 8pm, Monday to Friday, except public holidays and 9am to 1pm 46 Saturday. All calls are at a local rate. If you are using a mobile phone, charges may vary depending 47 on your network provider. 48 49. Visit our website - www.thepensionservice.gov.uk where you will find a copy of the claim form 50 that you can complete. Just follow the instructions provided. Or you can fill in the tear-off in the leaflet that we have sent you and return it to us in the envelope we have sent you. It does not need a 51 52 stamp. We will then send a claim form for you to complete. 53 54 55 56BR33M 57

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1You can find further information in the leaflet that we enclosed with this letter. You should read this before 2you get in touch with us. 4To claim by phone: 6We will ask you for the information we need to fill in a claim form for you. When you call, it will help if 7vou can tell us: your National Insurance number. This is on the front page of this form. 90 10 your address, including postcode, and your last two addresses. 110 12 your tax reference number. You can find this on Inland Revenue forms P45 or P60 or any letter from 13• them. 14 15 if you have been married, your husband or wife's details including his or her National Insurance 16• number, if possible and the date of your marriage. If you are divorced or widowed, we will need this 17 18 19 details of any social security benefits or entitlements that you or your partner are receiving or waiting 20• to hear about. 21 22 the address of any employer you have worked for, in the last 2 years along with the dates that you 23• worked for them. 24 25 if you have ever lived or worked abroad, your social security number and the dates you were abroad. 26• 27 28• Our policy is to have all State Pensions paid direct into an account. Please have details of the account 29 you wish to use available when you contact us. Further information can be found in the enclosed 30 31 32All information you give us is confidential. To make sure our service is of a high standard, all calls will be 33recorded for training and quality purposes. 35 36 37 38 39 2 40BR33M