Opt-out file format

Version 3.3 – with effect from September 2020

The Opt-out file will be available to download from Employer Online Services as a .csv file.

Field ID	Name	Description/purpose	Data format
A	Forename	For ID purposes	• Text • Minimum **1** letter • Maximum **30** • **Can** include 1 apostrophe, 4 hyphens or 4 spaces
B	Surname	For ID purposes	• Text • Minimum **2** letters • Maximum **45** • **Can** include 1 apostrophe, 4 hyphens or 4 spaces
C	Unique ID	For ID purposes	• Text • Minimum **1** character • Maximum **50** characters such as works or payroll number
D	NI number	For ID purposes	• Blank • Any record in a valid NI format (eg **AA123456A**)
E	Opt-out date	The date the employee opted out of pension saving.	• dd/mm/yyyy
F	Entitled to refund	To indicate if the employee is entitled to a refund or not.	N – we've confirmed the employee has opted out outside of the opt-out refund period. M – we're still assessing and calculating the refund entitlement. Y – we've confirmed the employee is entitled to a refund.
G	Refund status	To indicate the status of the refund.	A – 'No Refund Due' – opt out has taken place outside of opt-out period. No refund will be made. B – 'Refund being Processed' – we're awaiting settlement of allocated contributions before the refund can be made to the employer's online account. C – 'Refund has been processed' – the funds have been refunded back to the employer's online account.
H	Opt-out channel	The channel by which the member opted out.	E – Electronic (employee's My Products online account) I – IVR (employee's automated telephone service) P – Paper (employee's handwritten opt-out form)
I	Refund value – ER contributions	The total value of the refunded employer contributions. If no refund is due or we're still processing the opt out, the value will show as 0.00.	• Any number with 2 decimal places
J	Refund value – EE contributions	The total value of the refunded employee contributions, as received. If no refund is due or we're still processing the opt out, the value will show as 0.00.	• Any number with 2 decimal places

Don't forget, once an employee opts out you will need to mark them as a leaver.

How to mark an employee as a leaver

How you mark employees as leavers depends on the way you send us your data.

If you carry out **full file upload**, you can either remove them from the next submission or add a leave date in the next submission, then mark them as leavers when prompted by the system.

For **maintenance and contribution file upload**, you should remove them from the files and mark them as leavers when prompted by the system.

If you use the **online keying** approach, you'll need to submit the employee data, set earnings to '0' and then select 'confirm'. This will unlock a tick box under the 'Leaver' column that you need to tick before submitting the data.

You should mark opt outs as leavers in the pay period following the opt out.