**SED P8000 – Request for additional information (version 4 P-SEDs)**

1. **Introductory remarks**

This SED has to be used in order to apply Art. 47(1)(4) and 76(1)(4) of Reg. 987/2009.

The SED P8000 is a request for additional information in a pension matter. An institution which finds it necessary to obtain additional documents, SEDs, information, confirmation of information or a person’s statement, can make a request for it with SED P8000 for a specific individual case. A SED P8000 is always a request and it should not be used for informative purposes. If an institution would like to actively send/transfer any pension information, document or personal statement without prior request the institution should use SED P10000.

SED P8000 may be used both within and outside a pension claim procedure, as long as the sending institution needs the requested information for the discharge of its duties. SED P8000 can also be used to request information that is missing in more focused SEDs (e.g. SED P2000). It is possible to attach to SED P8000 any scanned document/information which may be helpful for the receiving (requested) institution to explain a request.

1. **Corresponding BUCs**
* P\_BUC\_01 – Old Age Pension Claim
* P\_BUC\_02 – Survivors Pension Claim
* P\_BUC\_03 – Invalidity Pension Claim
* P\_BUC\_05 – Ad hoc Request for Pension Information
* P\_BUC\_10 - Transitional Cases (conditionally approved)
1. **Content and handling**

A request with a SED P8000 may concern a wide range of pieces of information, such as

* a request for insurance/residence periods (SED P5000),
* a request for identification information of a person
* a request for medical documentation, medical report, medical checks,
* a request for income information,
* a request for benefits information,
* a request for information on awarded a pension (SED P6000),
* a request for contact information of a person,
* a request for information necessary to apply national and EU rules against overlapping benefits/income,
* a request for payment data, like bank account number of a person concerned,
* a request for information on a representative/legal guardian of a person,
* a request for information on life/death of a person,
* a request for documents/certificates necessary to award a pension, to calculate amount of pension and to make payments,
* a request for necessary information for purposes of handling with offset procedures e.g. when information provided in Recovery-SEDs (being used for offset procedures, which means to request for deductions from pension arrears according to Art. 72 of Reg. 987/2009) is not sufficient to deal with request for deductions from pension arrears (and/or from ongoing pension payments;
* SED P8000 may be used
1. within a pension claim procedure:

- when completing information and documents for the purposes of establishing the right to pension and for the calculation of pension, application of rules against overlapping benefits/income, for payment etc., especially when SED P2000, SED P2100, SED P2200 or SED P3000xx does not contain all the information necessary to undertake a pension decision;

1. outside a pension claim procedure:
	1. as a request for information and documents connected with a pension beneficiary, e.g. for purposes of avoidance unduly payments, life/death control to avoid any errors or/and frauds at pension payments
	2. In addition to offset procedures as a request for information and documents connected with a request for deductions according to Art. 72 of Reg. 987/2009, when an exchange of information by using Recovery SEDs is not sufficient to handle a request for deductions from pension arrears or from ongoing pension payments.
	3. as a request for information and documents when there is a claim for national benefit or in other cases when under a national legislation there is a need to confirm pension periods from abroad, in case the claimant has not claimed for benefits from abroad.
* SED P8000 may be used as a request connected with
1. Insured person;
2. Other person (claimant of survivor’s pension, dependant/family member or child),

In section 5 it is necessary to provide reference to a person named in a specified section. It is allowed to make a request (one or more requests) in reference to only one person indicated in section 5. So if there is a need to obtain information/SED/documents for more than one person, it is necessary to make a separate request on SED P8000 for each person.

On SED P8000 it is not possible to indicate more than one claimant for survivor’s pension (section 3), because section 3 is not repeatable. This is because the information on each claimant of survivor’s pension is transmitted in a separate claim (BUC). If there is a need to obtain the same type of information/SED/document on more than one survivor’s pension claimant, then you need to send a separate SED P8000 for each claimant.

If you need to obtain the same type of information/SED/document both for insured person (deceased) and for the claimant, you need to send a separate request on SED P8000 for each person.

Section 2 (Insured person) must always be filled in. A person mentioned in this section is:

1. An insured person claiming for a pension - when an entitlement to pension derives from rights (based on insurance, residence) of this person (own right),
2. A deceased person - when a person mentioned in section 3 is a claimant of survivor’s pension.
3. An insured person not yet claiming for a pension.

Section 3 (Other person) should be filled in when a request concerns a case of survivor’s pension, a dependant/ family member or a child.

It is possible to attach to SED P8000 any scanned document/information which may be helpful for the receiving (requested) institution to explain a request.

### Types of requests

1. Requesting a document;
2. Requesting a SED;
3. Requesting an information;
4. Requesting a confirmation of information;
5. Requesting a person’s statement.
* Request for document(s)

The request is made in section 6 by indicating a type of document. It is possible to choose among types of documents or you can write down in point 6.2.1 in free text other type of document which should be provided by the receiving institution. You can also provide additional information on the document, which means you can here explain in detail e.g. what kind of diploma you need, from which school, what kind of certificate.

In point 6.3 you should provide the receiving institution with a reason for the request.

In point 6.1 it is possible to make several requests for documents for the person chosen either in section 2 or in section 3.

* Request for SED(s)

The request is made in section 7 by indicating a type of SED. It is possible to choose among types of SEDs or you can indicate in point 7.1.2.1 other SEDs which should be provided by the receiving institution.

In point 7.1.2.2 you should provide for the receiving institution reason for the request.

* Request for information

The request is made in section 8 by indicating a type of information needed. It is possible to choose among types of information provided in this section or you can write down in point 8.5 other type of information which should be provided by the receiving institution.

There are types of general information which may be indicated by using tick boxes or choosing from a list in point 8.1 and more detailed information on benefits, person’s activity and income in points 8.2 – 8.4.

In point 8.6 you should provide for the receiving institution reason for the request.

* Request for confirmation of information

The request is made in section 9 when the sending institution wants to verify the information which it possesses from the receiving institution. The receiving institution can verify this information, from registers, official evidences or other sources which allow verifying specified information.

*E.g. you can request to verify the address of residence of person in Member State of residence, sources of income, fact of receiving social security benefits from the receiving institution.*

In point 9.2 you should provide for the receiving institution reason for the request.

* Request for person's statement

The request is made in section 10 when it is necessary to obtain a specified statement from the person concerned.

In point 10.1 you should inform what statement should be made by the person. You can describe it or just state exact phrase which should be included in the statement.

In point 10.2 you should provide for the receiving institution reason for the request.

* Additional information

It is possible to provide any additional information in section 11 which may be necessary or helpful for the receiving institution.

* Reply to SED P8000

The reply to SED P8000 is made either with SED P9000 or with the SEDs requested or both. All the other requests are answered with SED P9000 except requests for SEDs. Requests for SEDs can be replied with only the SED requested. But in case the specified SED cannot be sent (or replied), the negative reply needs to be sent with SED P9000.

In order to see the content and explanatory notes of the SED P8000 please click [here](../Forms/P8000_en.htm)