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Manage your members' pensions, perform key tasks and stay up to date with Scheme information.

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Completing your End of Year Certificate

Our Frequently Asked Questions below will help you answer many of your common questions about completing your End of Year Certificate.

Open all FAQs

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Frequently Asked Question 1: What's the Contributory Salary and what should and shouldn't be included

Answer:

Total contributory salary is the sum of all pensionable pay paid in the year to employees who are members of the Teachers' Pension Scheme. This figure should be derived from the payroll records and shouldn't be calculated by grossing up the contribution due figures from section 3. The figure should include all pensionable pay for all teachers employed by the establishment including those whose pay is administered by an organisation other than the establishment. Only pensionable pay should be included, so total pay figures should be adjusted to exclude cases where a teacher:

- Has opted out of the Teachers' Pension Scheme
- Is aged 75 or over
- Is in part-time non pensionable employment
- Is already correctly contributing to the Local Government Pension Scheme
- Is in receipt of non pensionable allowances
- Is paying contributions on a former higher salary
- Is paying additional contributions (PRESTON), due in the case of elections for retrospective access to the pension scheme by part-time workers.

Frequently Asked Question 2: What should I do if the contributions paid figure you provide disagrees

Answer:

You should contact us immediately to discuss the figure.

Don't make changes to this figure without the prior consent of Teachers' Pensions.

Frequently Asked Question 3: What if I identify an underpayment or an overpayment?

Answer:

In the case of an underpayment you don't need to do anything except note this on your form. Upon receipt and reconciliation of the audited EOYC, we'll contact you regarding the process for making an End of Year payment.

In the case of an overpayment you don't need to do anything except note this on your form. Upon receipt and reconciliation of the audited EOYC, we'll contact you regarding recovery of this amount.

Frequently Asked Question 4: I'm an Independent establishment and don't receive Government funding

Answer:

- An independent qualified accountant or a Governor with a CIMA, ACCA, CIPFA or ICAEW qualification
- Alternatively, a governor who is a retired Bursar or Finance Director.

Please note that the certificate can't be signed by an employee of the establishment. A governor will be viewed as independent of the establishment as long as they don't receive any remuneration.

Forms

Looking for a Form? Our forms page has everything you'll need to get started.

 [Forms](#)

Calculators

See how members pensions are built and explore the available options.

 [Calculators](#)

FAQ's

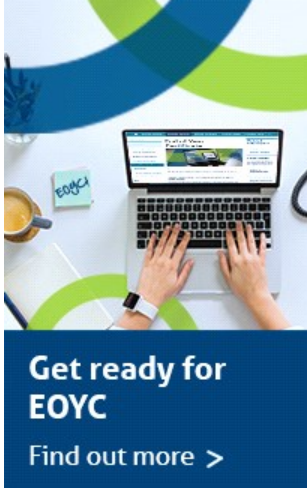
Find the answers with our range of Frequently Asked Questions.

 [FAQs](#)

Related Information

 [Employer Portal](#)

 [Answer a question](#)



**Get ready for
EOYC**

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Latest News

The latest policy updates and announcements about the scheme and the news that affects it:

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