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

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End of Year Certificate timetable

We recently sent you an email outlining the upcoming dates for this year's End of Year Certificate (EOYC) process.

We'd like to make you aware of the key dates you'll need to take note of, starting next month with an email containing the contribution cash figure. This will be sent to the EOYC contact within your establishment and the EOYC template will be made available. The listings showing additional payments your employees may be making will also be available to view in the Employer Portal.

Key dates	Activity
w/c 22 April 2019	The contribution cash figure will be emailed to the EOYC contact and the EOYC template will also be made available. The additional listings will also be available to view in the Employer Portal.
Friday 31 May 2019	Unaudited EOYC to be returned to Teachers' Pensions
Monday 30 September 2019 (Non LA only) Friday 29 November 2019 (LA only)	Audited EOYC to be returned to Teachers' Pensions

Instructions on how to complete the EOYC is found on the form itself but you can also get help by accessing our [EOYC guidelines](#) ([This link opens in a new window](#)).

Your fully completed EOYC submission is an important requirement for the administration of the Scheme. Late submissions have an impact on the quality of the information that members receive about their pension.

Related Information

[➤ Employer Portal](#)

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Latest News

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

[➤ Help shape your experience by taking this short survey](#)

[➤ We've made updates to the MCR template](#)

[➤ Multi Academy Trust and Academy submission](#)

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